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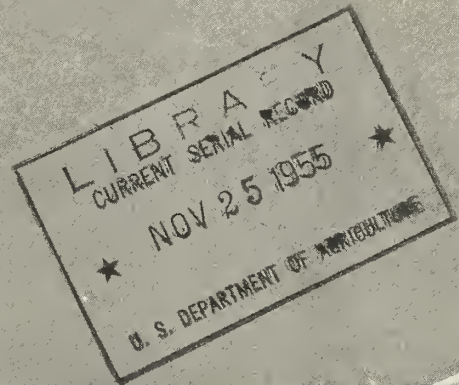
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# Correspondence

MANUAL //



2  
U.S. Department  
of Agriculture  
OFFICE OF PERSONNEL //

7  
(It's ADMINISTRATIVE SERIES NO. 2)

4  
REVISED JUNE 1955





## FOREWORD

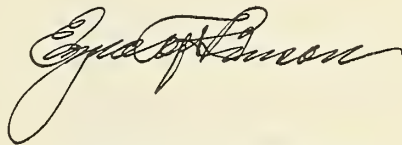
Much of our work in the Department is carried on through letters, memorandums, telegrams, special reports, etc. These form an important channel through which service is rendered to the public. They are also an important means by which the internal operations of the Department are carried on.

Farmers and others who ask the Department for information and advice, judge us and our work by the kind of replies they receive. They appreciate replies that are prompt, friendly, to the point, and easily understood. They are also favorably impressed by neat appearance. Accuracy and good usage help prevent misunderstanding and mistakes.

Quite naturally, we want our correspondence to be effective. There are three general aspects to the overall problem of making it so. First, it is necessary to have a definite plan for handling correspondence in each agency. This plan should cover all points relating to routing, controls, time limits, etc. Second, it is essential that each person who writes correspondence strives to do it well. There are training aids available which should be used as needed to maintain proper standards in our correspondence. Third, the form, appearance, and other mechanical aspects of each letter, memorandum, or report should be in accord with the best current practice.

It is with the third point that this Correspondence Manual is primarily concerned. It is intended to be used by employees of the Department who prepare correspondence and start it on its way. By rule and example, the manual indicates the procedures and style practices to be followed in preparing correspondence throughout the Department. Careful use of this manual will insure that our correspondence is attractive and conforms to good usage. It will also save time in the typing, routing, approval, and filing of correspondence.

I commend the manual to you for careful study and use.

A handwritten signature in dark ink, appearing to read "Eugene C. Benson". The signature is fluid and cursive, with a large, sweeping initial "E".

Secretary of Agriculture

This Correspondence Manual was prepared by a committee consisting of Robert L. Hill, Pers., Chairman; Ernest C. Betts, Jr., and Mary Mackesey, Sec.; Ruth Donovan, FAS; Virginia W. Jackson, P&O; Robert H. Lando, AMS; Elizabeth P. Puryear, FS; Carl E. Schoenhals, ARS; Charles E. Wylie, CSS; Lu M. Gibbons, Editor, Pers. Acknowledgment is also given for the assistance of Elma Holmes, CSS, and James Austin, P&O.

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## CHAPTER I. INTRODUCTION

### 1. Purpose and Scope of This Manual

This is a manual for personnel of the Department who prepare and handle correspondence and certain special classes of documents. It is intended to be used as a daily reference, as well as a guide for training new typists, stenographers, and secretaries.

The manual sets forth the standard procedures and style practices to be followed generally in preparing correspondence throughout the Department. All persons who prepare or review correspondence are expected to be familiar with and to follow these accepted forms.

The manual is primarily concerned with the form, appearance, and other mechanical aspects of typed communications. It covers only those subjects of general interest throughout the Department or those subjects of special concern to a limited number of persons for whom adequate instructions are not conveniently available elsewhere.

### 2. Agency Supplements and Other Instructions

Because of the limits on the scope of the manual, each user should supplement it with instructions of direct concern in her own work. There are references to such supplementary instructions at various points in the manual. It is suggested that each secretary obtain those which she needs in her work and place them in a ring binder with this manual. Such supplements would include, for example, instructions on the preparation and handling of correspondence issued by the particular agency in which she works. If her work involves the preparation of correspondence for signature in the Office of the Secretary, she would need to obtain the Secretary's memorandums on the subject. Those who handle material that is classified for security purposes may punch the booklet of instructions which they are given on that subject and insert the booklet in a ring binder with this manual. In this way, basic Department and implementing agency procedures may be kept conveniently available in one place.

In addition to this duplicated material which can be placed in a ring binder, you may need handbooks of various sorts. For example, those who type copy to be printed or reproduced should refer to the latest edition of the United States Government Printing Office Style Manual for guidance as to accepted style and usage. General reference books, such as dictionaries, handbooks of English usage, etc., will also be needed. A selected bib-

liography of such useful reference works is included on pages 54 and 55 of this manual.

### 3. Procedures and Controls

As indicated by the Secretary in the Foreword, there is need for a plan in each agency to insure the proper handling of correspondence. Secretaries and others who initiate correspondence should be familiar with the operation of the plan under which they work. Such a plan would include:

- a. Assignment of responsibility to the appropriate official in the agency to carry out the correspondence plan.
- b. A statement outlining authority to sign certain classes of agency correspondence.
- c. Agency standards and standard procedures with respect to time limits for answering correspondence; methods of correspondence handling, including file copy specifications; cooperation in preparing letters involving more than one unit; agency clearances required; etc.
- d. Agency controls to insure that standards are met.

### 4. Requisites of Good Correspondence

Quite often secretaries draft correspondence or put into finished form the rough drafts of others. For this reason, their responsibilities may go beyond matters of form and usage into matters of tone and, at times, content. It is suggested that those with such responsibilities, obtain and study the booklet, "Letters: A Guide for Improving Them" (see page 55) and other pertinent references.

A few simple rules for official correspondence are suggested:

- a. Reply promptly. If a complete reply can not be made at once, acknowledge the incoming letter and state when a full answer may be expected.
- b. Be timely with correspondence which you initiate.
- c. Be courteous and friendly in tone, but not breezy or familiar.
- d. Write your letter to the point. Be sure to cover the subject adequately, but don't ramble.
- e. Write clearly. Some pointers for doing this: Use familiar words, short sentences, and short paragraphs. Use the active rather than the passive verb form, when possible. For example, "Mary types letters," rather than, "Letters are typed by Mary." Keep in mind the person to whom you are writing. Do not

use unnecessary technical, scientific, or legal words which he may not understand.

- f. See that your letter is neat, attractive, and conforms to good usage. Use this manual as your guide in such matters.

## **5. Confidential Matters**

Department secretaries should be discreet regarding the content of any official correspondence to which they have access. That which is classified for security purposes must be treated in the utmost confidence. That which is not so classified but is of a confidential character should likewise be treated as privileged and not be discussed with unauthorized persons.

## **6. Format and Revisions**

As will be seen, this manual has a table of contents at the front and an alphabetical index in back. This should make it easy to find instructions on any point covered by the manual when the question arises.

The text of the manual is divided into consecutively numbered main paragraphs, regardless of chapter. The numbered main paragraphs have been further subdivided as necessary.

A looseleaf format with pre-punched pages has been adopted to facilitate making necessary revisions in the manual. As it becomes necessary to change the text, numbered changes will be issued. If the changes are slight, instructions will be issued stating how the text is to be annotated. If there are extensive changes in the text, new pages will be issued. As revised pages are received, they should be inserted in the proper place, and the replaced pages destroyed. Pages have been numbered consecutively throughout the manual.

New pages to be inserted resulting from additions or changes will be dated and will be numbered by the addition of .5 (or other number following the decimal point) to the preceding page number; thus, 50.5. Where necessary, a similar decimal numbering system will be adopted for inserting new main numbered paragraphs.



## CHAPTER II. LETTERS

### 7. Scope of This Chapter

This chapter contains information and instructions relating to the preparation, assembling, and initialing of letters signed by agency officials. With certain exceptions noted in other chapters, it also applies generally to letters signed in the Office of the Secretary and to other forms of correspondence.

### 8. Stationery

All correspondence going outside of the Government, and all formal correspondence within the Government, should be written in letter form on appropriate letterhead. Use plain white bond paper for second and subsequent pages. The Department agencies have their own identifying letterhead paper. Blue seal letterhead is used for letters to be signed in the Office of the Secretary.

The Administrative Regulations also authorize the use, when available, of letterheads of half size (8" x 5¼") or two-thirds size (8" x 7") for brief informal and intra-departmental correspondence, but not for formal or interdepartmental correspondence.

### 9. Copies

Use manifold paper for all carbon copies. The number of carbon copies will vary with agency requirements and the kind of correspondence. Keep the number of copies to a minimum.

**a. Official File Copy.** One carbon copy of all letters is made for the agency's official file. Yellow manifold paper is recommended to all agencies for their official file copy. If a second file copy is used in the agency's filing system, pink manifold paper is recommended.

**b. Courtesy Copies.** Prepare *one* extra copy on white manifold letterhead, to accompany the original of all letters addressed to the following officials or offices:

- The Secretary or a member of his staff
- The White House
- Heads of all executive departments and independent agencies
- Heads of state governments
- Members of Congress, including committee and other staff assistants

Prepare *three* courtesy copies on *white manifold letterhead* of letters to the Bureau of the Budget transmitting recommendations for appropriations.

**c. Information Copies.** Make the copies you send to persons other than the addressee on

white manifold letterhead if they are going outside of the Department; otherwise, on plain white manifold paper. List the names and agencies to whom copies are sent on *all carbon copies*. Include the list on the original if it would be of interest to the addressee. Put the symbol "cc:" flush with the left margin two spaces below the enclosure or title line (whichever is last). Example:

cc: John Doe, AMS  
Joe Blank, FCIC

**d. Copies of Identical Letters.** When the same letter is written to two or more persons, make only the number of carbon copies required for one letter. Type on the file copy, two spaces below the enclosure or title line (whichever is last) "Identical letter to:" followed by the names and addresses of all recipients of the letter. If space is lacking at the bottom of the page, type the list on a separate sheet and attach it to all file copies. An original copy of the letter should be prepared for each recipient.

### 10. Margins

The finished letter should have a well-balanced appearance. Consider carefully the length of the message, then adjust the margins so that the letter is located properly on the page. Less than one-inch margins at both sides and bottom of the page give the letter a crowded appearance. Too uneven a right margin also detracts from the appearance of the letter.

### 11. Style and Spacing

Use block style and single spacing, with double spacing between paragraphs. When the message is only one short paragraph, you may double space it. All other parts of the correspondence should be single spaced, as usual.

**a. Paragraphs.** Do not begin a paragraph too near the bottom of a page. Have at least two lines on the first page, and not less than three lines to carry over to the next page. Never divide a word at the end of a page.

**b. Punctuation.** Use open punctuation in the address of letters and on envelopes. Use a colon after the salutation and a comma after the complimentary close.

**c. Indentions.** A carry-over line in an address, or title, should be indented two spaces.

**d. Quotations.** Indent long quotations or other text which should be set off in the body of the letter, five spaces from the left and right mar-

gins. Block the left side. Use quotation marks to set off short quotations.

## 12. Date

Begin the date a few spaces to the right of the center of the page. The distance from the top of the page to the date will vary with the type of letterhead and length of the letter. Write the month, day and year, in that order. Write the name of the month in full, the day in figures without st, nd, or th.

Omit the date on letters where there may be some delay in mailing. In such cases, the date of dispatch will be added after the letter has been signed. The preparation date should be typed on the file copies. (See paragraph 25 on identification of dictator and stenographer.)

## 13. Special Handling

Type any special handling instructions (AIR MAIL, SPECIAL DELIVERY, REGISTERED, etc.) in capital letters flush with the left margin, two spaces above the address, as illustrated in Figure 1.

## 14. Address

a. **Spacing.** Type the address four spaces below the date line flush with the left margin. Use single spacing.

b. **Addressee and title lines.** If there is doubt as to whether the correspondent is a man or woman, use the masculine form of address. If the marital status of a woman is not known, use *Miss*. The term "Chairman" is used for both men and women.

Write the name of a firm or corporation according to the company's usage, even if it includes abbreviations and the ampersand (&).

Do not use a title and degree that mean the same, as Dr. A. W. BLANK, M. D. A title may be placed on the line with the name or on the next line.

The reply to a letter from the Acting Head of any Government Department should generally be addressed to the Head of that Department. See Chapter IX for addressing correspondence to persons in high office, including clergymen and military personnel.

See paragraph 19 for addressing replies to petitions and multiple-signed letters.

c. **In-care-of line.** Use an in-care-of line only when necessary to assure delivery. Example:

Mr. John A. Jones  
c/o Mr. Jack Blank, State Director  
Federal Crop Insurance Corporation  
U. S. Department of Agriculture  
1234 Main Street  
Kansas City 8, Missouri

d. **City and State.** Write the city, zone number, and State on the same line without abbreviations: Syracuse 2, New York.

## 15. Attention Line

Use an attention line only when necessary.

When used, type "Attention: Mr. (full name)" two spaces below the address and two spaces above the salutation flush with the left margin as illustrated in Figure 1.

## 16. Salutation

Type the salutation two spaces below the address flush with the left margin. Ordinarily you will address an individual by the last name, preceded by Dear Mr., Dear Mrs., Dear Miss, or Dear Dr., as appropriate. Dear Sir may also be used. For more than one person use Dear Mr. and Mrs., Messrs., or Mesdames, as appropriate. Use Gentlemen for a firm or group. A more familiar salutation may be used at the discretion of the dictator if he is well acquainted with the addressee.

All titles used in the salutation are spelled in full, except Mr., Mrs., Dr., and Messrs.

For forms of salutation to persons in high office, including clergymen and military personnel, see Chapter IX.

## 17. Subject Line

When it is necessary to use a subject line on a letter, type it two spaces below the salutation, flush with the left margin as illustrated in Figure 1.

## 18. File Reference

The writer may request that you refer to a file number in your reply. You may treat this either as a subject line or include it in the acknowledgment sentence of the letter.

## 19. Replies to Petitions and Multiple-Signed Letters

a. **Petitions.** When acknowledging a petition or resolution, address the person who submitted it or the first person who signed and make appropriate reference to the other signers.

b. **Other multiple-signed letters.** There is no set rule for addressing a reply to a letter signed by two or more persons. The manner of addressing them will depend on the official status and importance of the signers, the importance of the correspondence, and the number of signers.

If there are two or three signers (and in any case no more than ten) of equally high official status, the reply may be addressed jointly to them in the order of their signatures and the salutation "Gentlemen" used. Or, an identical reply may be addressed to each with a statement in the opening paragraph that the same reply is also being made to the other signer (or signers). An original copy should be sent to each person who signed the incoming letter, regardless of whether they are jointly or individually addressed. Make one set of file copies with a notation as to the other recipients.

In other cases, or when there are more than



ten signers, address the reply to the first person who signed and state in the first paragraph that the reply is intended also for the others. If practicable, carbon copies may be provided for the others who signed the incoming letter. Notation should be made on the file copies of those to whom carbon copies are sent.

## 20. Body of Letter

Begin the body two spaces below the salutation or the subject line, flush with the left margin. Use single spacing with double spacing between paragraphs.

## 21. Complimentary Close

Type the complimentary close two spaces below the last line of the body of the letter and slightly to the right of the center of the page. Use *Sincerely yours*, or *Very truly yours*, according to choice or to fit the type of letter. (Figure 1.)

## 22. Signature and Title

The signature and title are blocked with the complimentary close.

- a. When the name of the person who is to sign is typed on the letter, place it five spaces below the complimentary close. Put the title on the next line. If the name of the signer's immediate office is needed for full identification, it may be typed on the line under the title. Or, if both the title and office names are brief, they may be typed on the same line. When the name of the person to sign is not typed on the letter, place the title five spaces below the complimentary close.

- b. When you are authorized to sign a letter as secretary to the official responsible for the letter, type your name as the signer and below it put "Secretary to Mr. (his full name)." Include his title. Example:

Sincerely yours,  
5 spaces. (Sign your name.)  
Mary C. Hughes  
Secretary to John H. Cloe  
Chief, Information Division

- c. When you are not his secretary and are authorized to sign for the official responsible for the letter, type the letter exactly as if he were going to sign it. Then sign his name and write your initials underneath. Example:

Sincerely yours,  
5 spaces. (Sign his name, and your initials.)  
Joe H. Blank  
Administrative Officer  
Division of Documents and Records.

## 23. Enclosures and Attachments

When you have an enclosure or attachment, type the word "Enclosure" or "Attachment" two spaces below the title, flush with the left margin on the original and all copies as illustrated in Figure 1. Either "enclosure" or "attachment" may be used

depending on which word is used in the body of the correspondence or which seems more appropriate. If you have more than one enclosure or attachment, use the plural form and specify the number. List the enclosures or attachments on the file copies, if necessary.

## 24. Heading for Second and Subsequent Pages

Type the page number, addressee's name, and the date flush with the left margin and 1½ inches from the top of the paper on second and subsequent pages. Example:

2—Mr. R. L. Jones—8-10-55

Omit the date when the original is not dated at the time of writing. Continue the letter three or four spaces below this heading. (Fig. 2.)

## 25. Identification of Dictator and Stenographer

- a. Type the identification of the dictator and stenographer on all file copies, flush with the left margin and two spaces below the title or enclosure line (whichever is last). Do not put this identification legend on the original or on any copies to be sent outside of the Department. At the option of the dictator, it may be shown on information copies which are sent to other persons in the Department. (Fig. 3.)

- b. Letters which have the date typed on them and are mailed on the day of preparation may show only the name of the dictator and the stenographer's initials. Example:

WHJohnson : ES

- c. When there may be some delay in mailing, show the date of preparation. Example:

WHJohnson : ES  
8-10-55

- d. When you prepare a letter for signature in another agency, identify your own agency, and date of preparation. (Include the jacket number, if there is one). Example:

SCS  
WHJohnson : ES  
8-10-55

- e. A letter written in another office in your agency may be rewritten. The file of the rewritten letter should show the names of both dictators. Example:

WHJohnson : ES  
Rewritten MTKnight : KL

In individual cases, it may be desirable to identify the offices involved and the preparation dates.

- f. When a letter which originated in another Department agency is rewritten, mark diagonally through the initialed file copy and attach this canceled copy to the file copy of

the new letter. On the file copy of the re-written letter show, for example:

Originated in SCS-8-10-55  
Approved by BACody, LMJones, CRTucker  
Rewritten in FS-WDSmith: NW  
8-14-55

## 26. Assembling Outgoing Correspondence

Assemble the correspondence and clip it together securely, in the following order: (See Figure 4.)

- Original of outgoing letter
- Courtesy copy (if required)
- Enclosure
- Envelope (Address up, lengthwise, even with left side of file)
- Carbon copy for person other than addressee
- Envelope for copy
- Copy to be initialed (with canceled carbon if letter has been rewritten)
- Incoming letter (and its enclosures, if any)
- Previous correspondence, if any
- Other file copies, if any

## 27. Initialing of File Copies

Agency procedure for initialing file copies should be followed. The dictator and all other persons required to approve the substantive content of the letter should initial the agency file copy. These initials should appear on the left under and near the identification legend. Employees who check the correspondence for reasons other than approval of the substantive content need not initial the official file copy.

## 28. Postscript

The signer of the correspondence may add a handwritten postscript to the original. You need not rewrite the correspondence. The postscript should be typed on all file copies with his initials immediately below. Example:

P. S. Do you agree with this policy?

EFC

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PERSONNEL  
WASHINGTON 25, D. C.

August 11, 1955

AIR MAIL--SPECIAL DELIVERY

2 spaces ↓

Mr. John J. Blank  
Chief, Training Division  
Bureau of Foreign

4 spaces

Indent

2 spaces---→ and Domestic Commerce  
for carry-over 18 Westmoreland Lane  
Middletown 6, California

2 spaces ↓

Attention: Mr. Jack Jones

2 spaces ↓

Dear Mr. Blank:

2 spaces ↓

Subject: Correspondence Manual

2 spaces ↓

We are enclosing a copy of the Department of Agriculture  
Correspondence Manual you requested in your letter of August 3,  
1955. It has been completely rewritten in the past few months  
so you will find several changes in our instructions.

The special handling, attention, and subject lines are all used in  
this sample letter to illustrate their position in relation to the  
address, salutation, and body of the letter. Chapter II "Letters"  
contains detailed information and instructions pertaining to the  
preparation, assembling and initialing of correspondence. Supple-  
mental instructions relating to special types of communications are  
contained in specific chapters. Your attention is called also to  
the figures in this Manual which emphasize certain correspondence  
instructions.

We are also enclosing a copy of the pamphlet "Easier Typing". It  
contains many suggestions our typists find helpful.

2 spaces ↓  
Sincerely yours,

5 spaces

Paul C. Cloe  
Chief, Information Division

2 spaces ↓

Enclosures-2

Figure 1. Sample letter Department correspondence.

*1 1/2 inch*

2-Mr. J. J. Blank-8-11-55

*3 or 4 spaces*

Do not begin a paragraph too near the bottom of a page. Have at least two lines on the first page, and not less than three lines to carry over to the next page. Never divide a word at the end of a page.

Figure 2. Heading for second and subsequent pages.

Sincerely yours

Paul C. Cloe, Chief  
Information Division

Enclosures-2

Correspondence Manual  
Easier Typing

*List enclosures*

cc: George Cowen, AMS

PCCloe:MJD *Dictator and stenographer*  
8-11-55

*File copy*

Figure 3. Listing enclosures and file notations.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PERSONNEL  
WASHINGTON 25, D. C.

August 12, 1955

Typists and Stenographers  
U. S. Department of Agriculture  
Everywhere, U. S. A.

Madames:

Here is a copy of our Correspondence Manual. It has been completely rewritten during the last few months. You will find a number of changes in the instructions. The Manual is intended to help you prepare correspondence that is neat, attractive, and in accord with accepted usage. We suggest that you study it carefully. Keep it at hand and refer to it whenever you have a question of procedure or form.

The following quotations state some of the rules:

Indent long quotations or other text which should be set off in the body of the correspondence, five spaces from the left and right margins. Block the left side. Use quotation marks to set off short quotations.

Some letters and memorandums will be more than one page in length. In such cases, type the following notation on the second and succeeding pages, about 1½ inches from the top of the paper, flush with the left margin: page number, hyphen, name of addressee, hyphen, and the date. Example: 2-Mr. F. L. Jones-8-12-55. Omit the date when the original is not dated at the time of writing. Continue the letter 3 or 4 spaces below this notation.

You will note that the Manual is looseleaf in form and is punched so that it may be placed in a standard three-ring binder. This will make it easy for you to insert changes and supplemental instructions.

Sincerely yours,

Paul L. Doe  
Chief, Publications Section

Enclosure

*Outgoing letter*

*Courtesy copy, if any*

*Enclosure*

*Envelope*

cc: George Cowen, AMS

*Copy for person other than addressee*

*Envelope for copy*

cc: George Cowen, AMS

PLBlank:JD  
8-11-55

*Copy to be initialed*

*Incoming letter and enclosure*

*Previous correspondence*

*Other file copies*

Figure 4. Assembling outgoing correspondence.

## CHAPTER III. MEMORANDUMS

### 29. Office Memorandums

Memorandums should be used for correspondence within and between organizational units of this Department wherever located; and for informal correspondence with other Federal agencies. Never use memorandums for correspondence going outside the Government.

Many of the general instructions which apply to the preparation of letters also apply to memorandums. (See Figure 5.)

### 30. Stationery

Memorandums should be prepared on Standard Form 64. This form is available in 8 x 10½ inch and 8 x 7 inch sheets, and 8 x 5¼ inch pads. The smaller sizes may be used for brief memorandums. Use paper of like color and quality for second and subsequent pages.

### 31. Copies

Manifold paper is used for carbon copies. Keep the number of copies to a minimum. (See the chapters on Letters and Secretary's Correspondence for further information and instructions.)

An extra carbon on white manifold paper should accompany all memorandums addressed to the Office of the Secretary.

### 32. Date

Type the date in the space provided; the month, day and year, in that order. Write the name of the month in full, the day in figures without st, nd, or th. If there may be some delay in signing, omit the date and type the preparation date on all file copies on the line under the identification of dictator and stenographer.

### 33. Heading

Block the first words of the "To," "From" and "Subject" lines. Indent carry-overs two spaces. When names are used in the "To" and "From" lines, give official titles. Titles such as Mr., Mrs., Miss, and Dr., are not used on memorandums.

The memorandum may be addressed to an office, rather than an individual. In such cases, do not add an official's name or title.

Use standard abbreviations for the Department agencies. (See outside back cover of this Manual.) On the "To" line, use enough agency identification with location, to assure delivery. On the "From" line, use enough agency identification

(with location when necessary) to identify the sender of the memorandum. If the memorandum is going outside the Department, the Department of Agriculture should be identified.

Use a brief subject which clearly indicates the subject matter.

An "Attention" line should be used *only* if necessary. If required, you should block it two spaces below "Subject."

### 34. Memorandums Addressed to the Office of the Secretary

Memorandums originating in the agencies of the Department should generally be addressed to the appropriate Assistant Secretary or Group Director. However, in those cases where unusual or specific circumstances require that the matter be called to the Secretary's attention, memorandums should be prepared for routing through the appropriate Assistant Secretary or Group Director. They should be addressed as follows:

To: Secretary of Agriculture

Through: (Appropriate Assistant Secretary or Group Director)

### 35. Body

Type the body four spaces below the subject, with the left margin the same as the heading. Use block style, single spacing, with double spacing between paragraphs.

### 36. Enclosures and Attachments

When you have an enclosure or attachment, type the word "Enclosure" or "Attachment" two spaces below the body, flush with the left margin, on the original and all copies. Either "enclosure" or "attachment" may be used depending on which word is used in the body of the correspondence or which seems more appropriate. For more than one enclosure or attachment, use the plural form and indicate the number. List the enclosures or attachments on file copies when necessary.

### 37. Identification of Dictator and Stenographer

Type the name of the dictator and initials of stenographer on all file copies, two spaces below the body or enclosure line, flush with the left margin. Type the date of preparation immediately below this. Example:

WHJohnson: ES  
8-10-55.

### 38. Initialing File Copies

Agency procedure on initialing should be followed. One file copy of every memorandum should be initialed by the dictator and by others required to initial it before it is signed. These initials should be placed below the identification of the dictator and stenographer near the left

margin. If the memorandum is for signature in the Office of the Secretary, the salmon copy is *signed* by the agency head or designated acting head. The agency file copy is initialed.

### 39. Assembling

Assemble the memorandum in the same manner as an outgoing letter. (See page 6.)

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : John Doe, Chief, Agricultural Economics  
Division, AMS  
FROM : Richard Roe, Cooperative Division, FCS  
SUBJECT:

DATE: August 10, 1955

*(Inside the Department  
in D.C. Area)*

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Richard Roe, Chief, Cooperative Division,  
FCS, USDA, Washington 25, D. C.  
FROM : Reynolds Roe, Chief, Administrative Division  
SCS, USDA, Lincoln 1, Nebraska  
SUBJECT:

DATE: August 10, 1955

*(Inside the Department  
between Field Offices  
and Washington)*

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Sixth U. S. Civil Service Region,  
Post Office Building, Cincinnati 2, Ohio  
FROM : Reynolds Roe, Chief, Administrative Division,  
Soil Conservation Service, USDA, Lincoln 1, Nebraska  
SUBJECT: Memorandums

DATE: August 10, 1955

*(Outside the Department  
to other Government  
Agencies)*

Type the body of the memorandum four spaces below the subject line. Use single spacing with double spacing between paragraphs.

Figure 5. Forms of memorandums.



## CHAPTER IV. TELEGRAMS AND TELETYPE COMMUNICATIONS

### 40. General Instructions

This chapter contains guides for the preparation and transmission of wire and radio communications through the Department Telegraph Office in Washington or through commercial or Government telegraph offices in the field.

Use wire communication services only when the official business warrants the use of a communication service which is faster than any type of mail service.

When practicable, utilize the General Services Administration network. The Department Telegraph Office will transmit telegrams over the GSA network unless the preparing agency indicates a desire for commercial handling. In the latter case, the words "Commercial" or "Western Union" should appear immediately above the address on the message. Services provided by General Services Administration and Western Union are described in paragraphs 44 and 45, respectively. Standard Form 14, "Telegraphic Message," should be used in preparing official Government telegrams, teletypewriter messages, and other messages for transmission by wire or radio. (See Figure 6.)

### 41. Copies

Use manifold paper for all carbon copies. The Department Telegraph Office requires an original and *two white* manifold copies of all telegrams, including book messages. One copy will be time-stamped in the Telegraph Office and returned to the originating agency. Make additional copies as required by your agency.

A book message is used when the same message is to be sent to two or more individuals or organizations. To each such message, attach to the *original* and *all copies* a list of the names and addresses of the persons to whom it is to be sent. Type the list of names and addresses in block style with double spacing between addresses.

### 42. Style of Writing

**a. Heading.** In the space provided in the upper right corner of SF-14, insert "Department of Agriculture" on the line "From" and the name of the sending agency on the line "Bureau". Type the appropriation to which the telegram is chargeable on the line provided therefore. If the message is to be sent collect, type the word "Collect" in the space provided for the appropriation. (See also agency in-

structions for sending messages by noncommercial services.)

**b. Date.** Write the date in full, as on a letter.

**c. Address.** Use block style and single spacing in the address. The address should contain only sufficient information to effect prompt delivery. Standard abbreviations, such as St., Ave., Bldg., may be used. On telegrams to field personnel, do not include titles, divisions, or other superfluous words.

**d. Body.** Use block style and *double spacing* in the body. Type the entire message in lower case, using ordinary capitalization and punctuation.

Eliminate such words as "the," "I," "to," etc., in the text unless needed for clarity.

On telegrams to and from field stations of the Department, use the following symbols whenever appropriate: (The first two letters indicate Your telegram, Your letter, etc.; the third letter indicates the month—A, January; B, February; C, March; etc.; and the figures indicate the day of the month):

YTA13 Regarding your telegram January 13

YLA13 Regarding your letter January 13

MTB13 Regarding my telegram February 13

MLB13 Regarding my letter February 13

OTC13 Regarding our telegram March 13

OLC13 Regarding our letter March 13

OPC13 Regarding our telephone conversation  
March 13

On other telegrams use "retel" or "relet" ("regarding your telegram or letter") and "reourtel" or "reourlet" ("regarding our telegram or letter") whenever possible. These combinations are counted at the rate of five letters to a word—"retel" one word; "reourtel" two words.

No charge is made for punctuation in telegrams to points in continental United States, Alaska, or Mexico, unless the punctuation is spelled out. In telegrams to all other places and in all cablegrams, there is a charge for punctuation marks as well as spelled-out punctuation.

Use figures instead of words to indicate numbers.

**e. Signature.** Make signatures as brief as possible, but include enough to identify the sender. The name of a person and the agency will be transmitted at no additional charge. Titles, divisions, and branches are seldom nec-



# TELEGRAPHIC MESSAGE

OFFICIAL BUSINESS—U. S. GOVERNMENT

FROM Department of Agriculture

BUREAU of Blank

CHG. APPROPRIATION 1322641 Proj. 28

16-68711-1 GPO

August 18, 1955

John Doe  
Commodity Stabilization Service  
U. S. Department of Agriculture  
821 Market Street  
San Francisco, California

TH15. Strict adherence to the instructions contained in this chapter  
will insure accurate and expeditious handling of telegrams.

Joseph Blank

Figure 6. Properly prepared telegram.

essary and, when used, are counted and charged. However, in telegrams involving matters of policy or delegation of authority, the title of signing officer may be necessary.

**f. Identification of dictator and stenographer.** Type the identification of dictator and stenographer in the same manner as on file copies of letters. Type this on all carbon copies of telegrams except those to be sent outside the Department and the confirmation copy, which are mailed by the originating agency office.

**g. Assembling the file.** Assemble the file in the same order as an outgoing letter.

**h. Telegrams for signature in the Office of the Secretary.** In preparing telegrams for signature in the Office of the Secretary follow the same general instructions as for other telegrams except: (1) do not date the telegram, (2) do not type the name or title of signer, and (3) make one salmon copy in addition to other copies. The salmon copy should be signed by the agency head.

## 43. Cables

**a. Straight cable.** Straight cable service is recommended for all overseas messages requiring prompt transmission and delivery. Straight cables may be written in plain or secret (code) language or a combination of

both plain and secret. Straight cable rates are based on a five-word minimum. The word-count on all cables, straight as well as night letter cables (see below), differs from domestic telegrams in that all words in the address, text and signature of a cablegram are counted and charged.

**b. Night letter cable.** This service is available for cablegrams which permit of deferred delivery. The text of night letter cables must be written wholly in plain language. Each word and expression must have the meaning normally assigned to it. Night letter cables to points in the Western Hemisphere, Europe, Africa and the Near East will be delivered not earlier than the morning of the day following the date of filing. Night letter cables for points in the Far East, Asia, Australia, Malaya and Oceania will be delivered not earlier than the afternoon of the day following the date of filing or on the morning of the second day. Night letter cables are based on a 22 word minimum.

**c. Registered cable address.** The registered cable address for the Department is "Agrecon." This address is registered with all telegraph, cable, and radio companies who accept international communications. Official messages of the Department that orig-

inate in any foreign country except Mexico and Canada should bear this address. Since the Department is charged for each word in the address of an international message, the use of the cable address, "Agrecon" will result in savings to the Government.

#### 44. Government Systems

**a. GSA network.** The Public Buildings Service of the General Services Administration operates a teletypewriter network providing direct, rapid, and economical transmission of wire communications between 56 major cities (called "system points"). In addition to direct service between those cities, messages may be sent to any addressee in any city in the United States not on the GSA Network by means of refiling arrangements with a commercial company. Messages also are accepted by GSA for refile to Canadian, Mexican, and many overseas points.

The GSA facilities operate generally from 8:00 a. m., to 10:00 p. m., eastern standard time, Mondays through Fridays. A few locations that are served by supplemental facilities are operated generally at times calculated to cover the usual business hours of the particular community.

(1) **REFILE SERVICE.** Briefly, the "refile" service consists of the carrying of a message via GSA lines to a system point as close to its destination as possible and from there refiling over commercial telegraph facilities for the remainder of the distance. *Example:* A message sent to an addressee in Sacramento would be sent to San Francisco

over GSA lines where GSA would refer it to Western Union for delivery to Sacramento.

(2) **RETURN REFILE SERVICE.** There is available also a return refile service whereby field offices located in cities not served directly by the GSA Network may file messages with commercial companies to the nearest GSA system point and thence via GSA to their ultimate destination. Field offices should consult agency instructions for proper preparation and methods for payment of messages sent by return refile service.

**b. Leased-wire systems.** Certain Department agencies have special teletypewriter leased-wire circuits. If your agency has such a leased-wire system, consult your agency instructions on its use.

#### 45. Western Union Services

**a. Classes of services.** Use a straight telegram only when it is necessary that the message be received at the earliest possible moment and in any event prior to the close of the business day. Otherwise, use day letter or night letter. If the message is to be sent as a day letter or night letter, this should be indicated to the left under the heading and above the address. In selecting the class of service consider (1) the urgency of the message, (2) closing time of the receiving office, (3) difference in time zones, and (4) transmission time of the various types of messages.

**b. Comparison of available services.** The following table will help in selecting the class of service:

Class of Service	Usual Delivery Time	Minimum Unit of Charge and/unit for Additional Charge	Relative Cost
Telegram (Has precedence over all other messages).	About 1 hour-----	15 words is minimum/each additional word.	Most economical day service for 22 words or less.
Day Letter (Transmission deferred to telegrams).	2 hours or more-----	50 words at approximately 1½ times the rate of a 15-word telegram/each group of 5 words or less.	If over 22 words, more economical than telegram.
Night Letter (Accepted any time during the day and up to 2 a. m. on the day of delivery).	Delivered next morning.	50 words, with slight additional charge for extra words/each group of 5 words or less.	Most economical service.

#### 46. Time Limits for Same-Date Delivery—Commercial and Non-Commercial Systems

The table at right indicates by class of service the latest time that messages addressed to cities in the various time zones may be filed in the Department Telegraph Office in Washington for delivery the same day.

Type of message	E. S. T. p. m.	C. S. T. p. m.	M. S. T. p. m.	P. S. T. p. m.
Telegram-----	4:00	4:30	5:30	6:30
Day Letter-----	3:00	4:00	4:30	5:30

Field offices should bear in mind that the Department in Washington closes at 5:30 p. m. Eastern time. The table at right indicates by class of service the latest time that messages addressed to Washington may be filed in the different time zones for delivery the same day.

Type of Message	P. S. T. p. m.	M. S. T. p. m.	C. S. T. p. m.	E. S. T. p. m.
Telegram-----	1:30	2:30	3:30	4:30
Day Letter-----	12 noon	1:00	2:00	3:00



## CHAPTER V. MAIL

### 47. Penalty Mail—No Additional Postage Required

- a. Ordinary mail.** Official Department correspondence, parcels, and other matter weighing 4 pounds or less may be sent under penalty indicia except: (1) mail sent by air, and (2) mail to certain foreign countries. (Foreign countries to which mail may be sent under penalty indicia are listed in paragraph *b* below.)

Such mail is referred to as penalty mail. The penalty clause appears in the upper right-hand corner of envelopes, labels, cards, wrappers, etc. (Figure 7.)

Penalty mail is not transmitted free. The Department agencies are accountable for all penalty indicia matter in their custody, and are required to report and pay quarterly for all mail sent under the penalty clause, in accordance with current postal regulations.

- b. Penalty mail to foreign countries and possessions of the United States.** Mail weighing 4 pounds or less sent to or between possessions of the United States may be transmitted under penalty indicia.

Mail weighing 4 pounds or less sent to the following foreign countries may be sent under penalty indicia: Bolivia, Canada, (including Newfoundland and Labrador), Chile,

Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Uruguay, Venezuela. Mail to all other foreign countries, regardless of weight, may not be sent under penalty indicia.

(See Chapter VIII for instructions on preparing foreign correspondence.)

- c. Use of penalty privilege by private persons or concerns.** Self-addressed penalty indicia envelopes, cards, or labels may be furnished to private persons or concerns for use in submitting information specifically requested by the Department. Reply penalty indicia may not be used by private persons or concerns to furnish information required by law to be furnished to the Government.

- d. Prohibitions against use for non-official purposes.** The personal use of penalty envelopes, even with stamps over the penalty clause, is prohibited.

### 48. Penalty Mail—Additional Fees Required

- a. Special Delivery.** For Special Delivery mail weighing 4 pounds or less, use penalty indicia with postage added for special delivery service. Do not cover the penalty clause

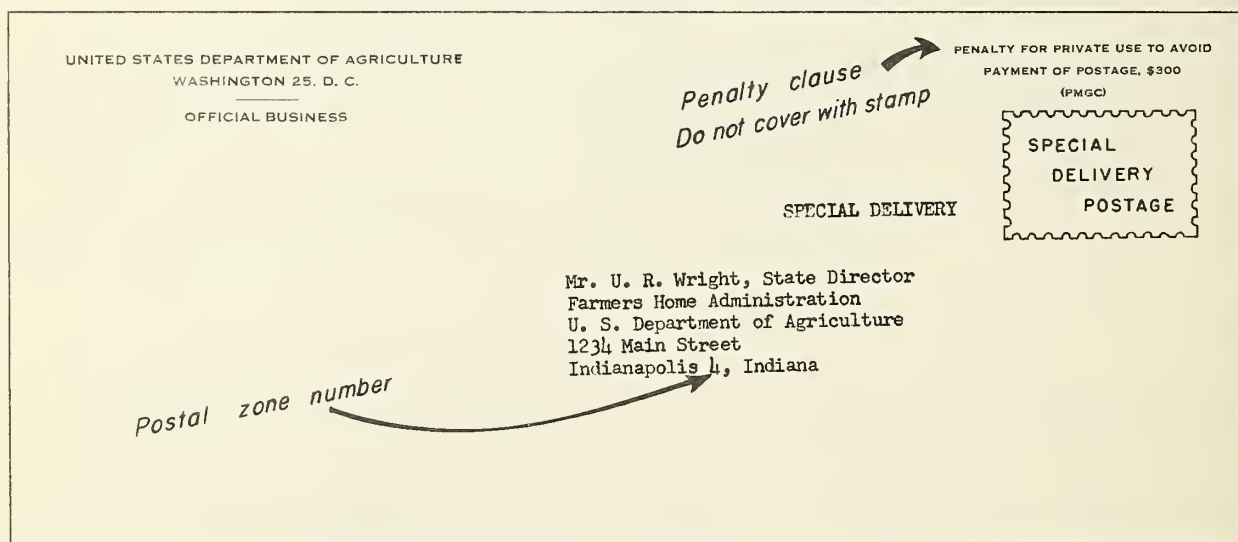


Figure 7. Special-delivery envelope, also penalty clause and postal zone.



with the Special Delivery Stamp. (Figure 7.)

- b. Registered Mail.** Use penalty indicia for Registered Mail weighing 4 pounds or less. In Washington, D. C., no registry fee is required. In the field, the registry fee must be paid.

If a Return Receipt is requested, the fee for that service must be paid in both Washington and the field.

- c. Certified Mail.** Any first class mailable matter having no intrinsic value may be sent via this service. Use penalty indicia for such matter weighing 4 pounds or less.

Certified mail is somewhat similar to registered mail in that it provides for a receipt to the sender, for maintaining a record of delivery at the office of address (for 6 months), and for the optional use of one of three different types of return receipts, available upon the payment of a fee in addition to the basic fee charged for certified mail. It is handled in the regular mail and no insurance coverage is provided.

Field offices should normally use this service in preference to registered mail service, unless for security reasons maximum protection is desired. In Washington, certified mail should not be used, except in lieu of registered air mail.

Ask your agency mail room or your local postmaster for information on use of this service.

#### 49. Non-Penalty Mail—Postage Required

Postage must be paid on the following classes of mail and penalty indicia *should not* be used.

- a. Parcel Post.** Mail weighing more than 4 pounds is sent as fourth class mail at cur-

rent parcel post rates. Except in Washington where such mail is sent under special permit, and in certain field offices which have special permits or postage due accounts, the pre-payment of postage is required. Consult your agency mail room or local postmaster for information concerning rates, zones, legal weight and size limitations, etc.

- b. Air Mail.** Letters and packages sent by air mail require payment of air mail postage. Letters and packages weighing *8 ounces or less* may be sent at Air Mail Letter rates; those weighing *more than 8 ounces* are transmitted at Air Parcel Post rates. If, in addition, they are sent special delivery or via registered or certified mail, the charges for those services must be paid. Consult your agency mail room or local postmaster for information on rates, zones, legal weight and size limitations, etc., for air parcel post.

Do not use penalty indicia envelopes, labels, tags, wrappers, etc., for *any* type of air mail.

- c. Foreign mail requiring postage.** Mail to foreign countries other than those listed in paragraph 47 (b) require pre-payment of postage. All foreign mail sent by air, or registered, or insured requires pre-payment of postage.

#### 50. Affixing Postage in Washington, D. C.

In Washington, D. C., agency mail rooms process mail for dispatch through the Department Post Office and, with few exceptions, the Department Post Office affixes all postage. A properly prepared Form AD-19 "Mail Order" should accompany all mail requiring postage when it is sent to the Department Post Office for dispatch. A separate Form AD-19 should be used for *each type of mail*. For example, Air Mail letters and Parcel

The diagram shows a rectangular envelope layout. On the left side, the text reads: "UNITED STATES DEPARTMENT OF AGRICULTURE", "WASHINGTON 25, D. C.", followed by a horizontal line and "OFFICIAL BUSINESS". On the right side, there is a dashed rectangular box containing the text "AIR MAIL POSTAGE". An arrow points from the text "Do not use penalty envelope" to this box. Below the dashed box, the text "AIR MAIL" is printed. At the bottom center, the address is listed: "Mr. J. C. Blank, Chief", "Administrative Division", "Public Housing Administration", "Sacramento 2, California".

Figure 8. Air-mail envelope.

Post packages should not be listed on the same mail order form, but *on separate forms*. Likewise, an Air Mail letter and an Air Mail-Special Delivery letter are considered different types of mail and should be listed on separate forms. (Fig. 12.)

The Department Post Office does not require that the space for "Address" be filled in.

## 51. Envelopes

Use the smallest size envelope practicable. When practicable, include all mail going to one address in a single envelope instead of using a separate envelope for each addressee.

- a. Address.** Type the address in block style, using single space. Use open punctuation. Type directions for special handling (AIR MAIL, SPECIAL DELIVERY, REGISTERED, etc.) in capital letters two or three

spaces above the address and slightly to the right. (Figures 7 and 8.)

"Attention" and "In-care-of" lines are shown in Figures 9 and 10 respectively.

- (1) **USE OF POSTAL ZONE NUMBER.** The Post Office Department has divided the larger cities into numbered zones to facilitate delivery of the mail. If the zone number is known, insert it between the city and State. Example: Syracuse 2, New York. (Figure 7.)

On outgoing letters, type the zone number on your letterheads, if it has not been printed thereon.

- b. Return address.** If desired, you may show the name of the sending office and location in the upper left hand corner on the envelope or other penalty indicia matter.

<p>UNITED STATES DEPARTMENT OF AGRICULTURE WASHINGTON 25, D. C.  OFFICIAL BUSINESS</p>	<p>PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300 (PMGC)</p>
<p><i>Position of c/o line</i> →</p> <p>Mr. J. J. Jones c/o Mr. John Smith, State Director Federal Crop Insurance Corporation U. S. Department of Agriculture 1234 Main Street Kansas City 8, Missouri</p>	

Figure 9. Placement of "Attention" line (envelope).

<p>UNITED STATES DEPARTMENT OF AGRICULTURE WASHINGTON 25, D. C.  OFFICIAL BUSINESS</p>	<p>PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300 (PMGC)</p>
<p>Mr. John J. Flank Chief, Training Division Bureau of Foreign and Domestic Commerce 18 Westmoreland Lane Middletown 6, California</p>	
<p>Attention: Mr. Jack Jones ← <i>Position of attention line</i></p>	

Figure 10. Placement of "In-care-of" line (envelope).

This will facilitate the return of the correspondence to the originating office in the event it cannot be delivered to the addressee.

## 52. Official Mail and Messenger Service in Washington, D. C.

Government mail in Washington and vicinity (including Congressional mail) is carried by the Official Mail and Messenger Service of the City Post Office. Each Government agency has been assigned a "Stop" number, to facilitate handling this mail.

Consult your agency mail room for information on current "Stop" numbers for the various Government agencies, and to obtain copies of the Official Mail and Messenger Service Directory (if required).

Postage is not required and penalty indicia envelopes, labels, etc., should *not* be used.

Use envelopes without the penalty clause for this mail. Standard Form 65, "U. S. Government Messenger Envelope" may be used.

*Exception:* Chain envelopes *should not* be used for dispatching Secretary's correspondence outside the Department. Use a non-penalty envelope instead. Always use sufficient address to assure delivery.

If a non-penalty envelope is used, the Stop number is placed two spaces *below* the address.

Example:

Mr. John J. Doe  
Bureau of Accounts  
Treasury Department

Stop 223

## U. S. Government Messenger Envelope

Standard Form No. 65 (Rev. 1/46)

1. Use blocks consecutively, one at a time.
2. Void previous block.
3. Write clearly.

NAME OR TITLE OF PERSON, DEPARTMENT, ADDRESS, AND ROOM		NAME OR TITLE OF PERSON, DEPARTMENT, ADDRESS, AND ROOM	
Richard Roe	RUN		RUN
CSS - Col.	STOP		STOP
J. M. Wright	RUN*		RUN
Accounts & Audits	STOP 212		STOP
Treasury Dept	RUN		RUN
	STOP		STOP
Richard Roe	RUN		RUN
1425-S	STOP		STOP
Mr. Wright	RUN		RUN
Treasury Dept	STOP		
Washington, D.C.	RUN		
	STOP		
	RUN		

*Do it like this*

*Not like this*

\*NOTE - "Run" numbers are no longer used.

Be sure to list the "Stop" number.

Figure 11. U. S. Government messenger envelope.



If a chain envelope is used, write in the spaces provided the addressee's name, branch or agency, Government Department, and Stop number. (Figure 11.)

### 53. Intra-Departmental Mail in Washington, D. C.

Within the Department in Washington, D. C., use chain envelopes for mail which circulates through the mail rooms or is carried by messenger. (Mail sent direct by messenger or which has a covering transmittal sheet may not require an en-

velope.) Also, mail between offices within a Department agency may not require an envelope. Agency procedure should be followed.

Used envelopes may be utilized for "chain envelopes" by canceling the old address and writing "Chain" at the top of the envelope. *Never* use new penalty envelopes as chain envelopes.

Write the address legibly, including the addressee's full name, his immediate office (and, if necessary, his room number) and the Department agency. The Department Post Office sorts mail by Department agencies so the name of the agency must be given.

**AD 19**  
(Revised 6-12-40)

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**MAIL ORDER**

(Submit in triplicate to Department post office)

This form must be completely filled in before the Department post office can supply postage. Use separate form for each classification or combined classifications.

Bureau of Blank Division Administrative

Appropriation 1240020 Project 37.1 Date (Use current date)

Department post office: Please supply postage for the number of pieces as indicated below. 16-17716 GPO

PIECES	CLASSIFICATION	CHARGES	ADDRESS:
1	Air (letter).....	DO NOT WRITE IN THIS SPACE	
	Air (not letter).....		
	Foreign (letter).....		
	Foreign (printed matter).....		
	Parcel Post.....		
	Special Delivery (first class).....		
	Special Delivery (other than first class).....		
	Registered.....		
	Return Receipt.....		
TOTAL.....			

Authorized by John B. Doe

Per \_\_\_\_\_

(Use other side for additional addresses)

Rated by \_\_\_\_\_

Figure 12. Properly prepared mail order.

## CHAPTER VI. SECRETARY'S CORRESPONDENCE

### 54. General

The instructions in this chapter apply to correspondence prepared in agencies of the Department for signature in the Office of the Secretary. This correspondence must be expedited in every step of its handling.

All letters for signature in the Office of the Secretary should be prepared in accordance with the instructions in Chapter II, except as modified in this chapter and Chapter VII. Changes in instructions may be issued from time to time. (Secretary's Memorandum Series No. 1323.)

### 55. Jackets

Jackets are used to signal Secretary's correspondence. They serve as a control and cover sheet. A pink, green, or yellow jacket is used, depending upon the nature of the correspondence. If a jacketed letter is referred from your office to another, report the referral to the individual in your agency who is responsible for maintaining the control on jacketed correspondence, so that the letter may be located easily.

**a. Pink Jacket.** A pink jacket signals incoming letters referred for preparation of reply for signature in the Office of the Secretary. This correspondence should take priority over other correspondence and should always be answered or acknowledged within 3 days. Follow carefully any special instructions on the jacket. Fill out the "Memorandum of Action" on the jacket when the reply has been prepared.

**b. Green Jacket.** A green jacket (Form AD-114) should be prepared in the agency (1) when the agency initiates correspondence for signature in the Office of the Secretary, or (2) when agency officials consider it desirable for the Secretary or a member of his staff to sign a reply to correspondence which has been referred to them without a jacket. Fill in the six blanks beginning with "Letter to" and ending with "Initials of Stenographer." The subject should fully identify the letter. The line "Signature" may be filled in "Office of the Secretary."

**c. Yellow Jacket.** A yellow jacket is used for replies to requests for legislative reports. (See Chapter X.)

### 56. Letters

**a. Preparation of correspondence.** Correspondence which originates in the Depart-

ment, or is in reply to letters addressed to the agency, should be prepared for signature in the Office of the Secretary if it involves major policy or other matters of considerable importance.

In preparing correspondence referred to the agency by the Office of the Secretary, attention should always be given to special instructions on the jacket.

Avoid the use of first person singular pronouns, and phrases such as "the Secretary," "your letter to me," etc.

The reply to a letter addressed to the Secretary from the acting head of any Government department should be addressed to the head of that department. Replies to letters from members of the sub-Cabinet (for example, Under Secretaries and Assistant Secretaries) should be addressed to the signer of the incoming letter.

**b. Format.** The correct format for Secretary's correspondence is illustrated in Figure 13. Letters should be arranged on the paper so that a pleasing, symmetrical effect is obtained. Crowding of the text, improper location on the page, two wide or too narrow margins or too uneven a right margin destroy this effect.

**c. Paper.** Use Blue Seal letterhead for the original and Blue Seal manifold paper for courtesy copies.

**d. Official file copies.** One salmon and one white carbon copy should be provided for the Secretary's Records Section. The salmon copy should be either the number 1 or number 2 carbon. This is the official file copy and must be completely legible. Additional copies essential to the agency's filing needs should be made.

**e. Courtesy copies.** One courtesy copy without file notations or initials should be prepared on Blue Seal manifold paper on all correspondence with the White House, heads of all executive departments and independent agencies, heads of state governments, and members of Congress (including committee and other staff assistants).

Three courtesy copies are required on letters to the *Bureau of the Budget* transmitting recommendations for appropriations.

**f. Date.** Do not date the letter at the time of preparation. Type the preparation date under the identification of dictator and stenographer on the salmon and all other file



copies. The actual date of dispatch will be stamped on the letter by the Secretary's Records Section after signature.

**g. Reference slips and memorandums.** Reference slips and memorandums transmitting letters to the Department should be referred to as letters in our replies. It is preferable not to quote the date of enclosures in replies.

**h. Salutation.** Follow any special instructions that may be given on the pink jacket. Refer to Chapter IX for special salutations to be used for persons in high office.

**i. Complimentary close.** Place the complimentary close slightly to the right of the center of the page and two spaces below the last line of the body of the letter. Use "Sincerely yours", except in correspondence to the President or a Member of the Supreme Court, in which case "Respectfully yours" is used. (Figure 13.)

**j. Signature.** Correspondence prepared in agencies of the Department for signature in the Office of the Secretary should be written so that any appropriate official may sign. Selection of the proper signing official will be made in the Office of the Secretary.

**k. Title.** The title of the signing official should be omitted on all correspondence and documents prepared for signature in the Office of the Secretary. The appropriate title will be inserted after signature.

**l. Identification of dictator and stenographer.** Follow the instructions in Chapter II, page 5.

**m. Enclosures.** Submit enclosures (except publications, circulars, or other reference or printed material) in sufficient numbers to provide a copy for each outgoing copy of the letter and one copy for filing in the Secretary's Records Section.

Do not use as enclosures or refer in communications to copies of letters or telegrams prepared for signature in the Office of the Secretary, until a copy bearing evidence of signature and the date of dispatch is provided by the Secretary's Records Section.

**n. Rewritten letters.** If a letter prepared in one agency is rewritten in another agency, accompany the rewritten letter with the initialed salmon copy of the original draft, canceled in pencil. The salmon copy of the rewritten letter should be signed on the last page by the head, acting head, or designated official of the agency in which the letter was rewritten.

## 57. Assembling the Letter File

The correct format and assembly to be used for Secretary's correspondence are illustrated in figures 13 and 14 respectively.

Jacket (pink, green, or yellow)  
Outgoing letter (and courtesy copies, if required)  
Enclosure

Envelope (lengthwise, address side up, flush with left side of paper)

Carbon copy to be mailed to person other than addressee

Envelope for copy (arranged as above)

Salmon copy (with canceled salmon copy of original draft, if letter has been rewritten)

Copy of enclosure, if any, for Secretary's Records Section

Incoming letter and attachments

White copy for Secretary's Records Section

Agency file copies (with canceled agency copy of original draft, if letter has been rewritten)

Previous correspondence

The number of agency file copies should be limited to two.

It is important that the incoming letter and its attachments, if any, be included with the file when a final reply is sent forward for signature.

The entire file should be clipped together securely.

## 58. Clearance

Only the head, acting head, or other designated official of the agency in which the letter is prepared, should sign in ink the last page of the salmon copy. The proper official in any other agency to which the letter may be referred for clearance should also sign the salmon copy. All other officials and employees within an agency whose duty it is to review or approve letters should do so in accordance with the agency system, but such review and approval should not be indicated on the salmon copy.

All letters to the Comptroller General must be initialed in the Office of the General Counsel and the Office of Budget and Finance before signature.

Replies to requests for reports on proposed legislation should be routed through the Secretary's Records Section to the Legislative Reporting Division of the Office of Budget and Finance for transmission to the Bureau of the Budget before being sent to Congress. (See Chapter X, page 48.)

## 59. Returning Enclosed Letters

Members of Congress and the White House frequently refer to the Department original letters which they receive. These letters should be returned, along with our reply to the member of Congress or the White House, except in those cases where a request is made that we write directly to the correspondent. Secretary's Records Section makes a photo copy of these letters for their own files, and supplies a photo copy to the agency, at the time the correspondence is referred for preparation of the reply. Therefore, it should not be necessary to type copies of these letters.

## 60. Letters Prepared for the Signature of the President

Every effort should be made to handle White House correspondence expeditiously. Correspondence referred from the White House usually contains instructions for its handling. Careful attention should be given to these instructions



in each case. In preparing drafts of letters for signature of the President, follow instructions for the preparation of Secretary's correspondence with the following exceptions:

(1) Use plain white bond paper instead of letterhead for the original; (2) Provide two extra white carbon copies in accordance with White House requirements; and (3) Omit the complimentary close and title. The draft (sin-

gle spaced) should have a subject heading identifying the letter it answers. It should be complete insofar as content is concerned. Accompany the suggested draft with a letter of transmittal prepared for signature in the Office of the Secretary. Secretary's Memorandum No. 1323, Supplement 3, provides special instructions for preparing documents for the President's signature or approval.



DEPARTMENT OF AGRICULTURE  
WASHINGTON 25, D. C.

*( Omit Date )*

Agencies and Offices  
U. S. Department of Agriculture  
Everywhere, USDA

Gentlemen:

This is an example of a letter prepared on Blue Seal letterhead for the signature of the Secretary of Agriculture or a member of his Staff. Chapter VI contains detailed instructions on the preparation of Secretary's correspondence.

Prepare replies to incoming jacketed letters for signature in the Office of the Secretary. Secretary's correspondence which originates in the Department, or is in reply to letters addressed to the agency, should be prepared for the signature in the Office of the Secretary if it involves major policy or other matters of considerable importance.

Do not use copies of Secretary's correspondence (including telegrams) as enclosures, or refer to them in communications, until the agency file copy is received from the Secretary's Records Section indicating the piece of correspondence has been signed and dispatched.

Sincerely yours,

*(Omit Title on letters for  
signature by officials in  
the Office of the Secretary)*

Figure 13. Sample letter—Secretary's correspondence.

U. S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY

SECRETARY'S CORRESPONDENCE  
PLEASE HANDLE PROMPTLY

Date \_\_\_\_\_

From \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summary \_\_\_\_\_

Referred for Signature: \_\_\_\_\_

To	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

MEMORANDUM OF ACTION

Prepared in (Agency): \_\_\_\_\_ Date \_\_\_\_\_

Dictated by: \_\_\_\_\_ Ext. No. \_\_\_\_\_ Initials of Stenographer \_\_\_\_\_

Rewritten in (Agency): \_\_\_\_\_ Date \_\_\_\_\_

(The signed salmon copy of the original canceled draft should accompany file)

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This jacket, accompanied by the attached correspondence and a reply, should be returned to the Secretary's Records Section within three days from date of reference.

If a complete reply cannot be prepared within this time, acknowledgement of receipt of the letter should be prepared at once for a signature by the officer indicated. Include a statement to the correspondent as to when he may expect a complete reply.

If neither a complete reply nor an acknowledgement can be prepared within three days, the reason for the delay should be furnished the Secretary's Records Section by calling extension 3337 (See 1 AR 611b).

This jacket should not be detached, but should remain on top of the correspondence at all times. The blank spaces under "Memorandum of Action" (below) should be filled in.

Secretary of Agriculture

REMARKS:

*Outgoing letter and courtesy copies, if required*

*Enclosure*

*Envelope*

*Copy for person other than addressee*

*Envelope for copy*

*Solmon copy (with canceled salmon copy of original draft if rewritten)*

*Copy of enclosure for Secretary's Records Section*

*Incoming letter and attachments*

*White copy for Secretary's Records Section*

*Agency file copies (with canceled agency file copy of original draft, if letter has been rewritten)*

*Previous correspondence*

Figure 14. Assembling Secretary's outgoing correspondence.



## CHAPTER VII. CONGRESSIONAL CORRESPONDENCE

### 61. Special Rules

Correspondence from members of Congress, whether addressed to the Office of the Secretary or other officials in the Department, should receive the most expeditious handling possible. This mail serves as one of our most important channels of public relations with the people we serve. To a large extent, success in meeting our obligation to the public depends on answering this correspondence promptly and well.

In preparing letters to Congress for signature in the Office of the Secretary, instructions in Chapter VI should be followed. In preparing letters to Congress for signature in the agencies, instructions in Chapter II should be followed.

When a Congressman requests it, letters may be addressed directly to the constituent, with a copy to the Congressman.

In writing to a member of Congress when he is away from Washington, a copy of our letter should be sent to his Washington Office.

Letters to the members of Congress generally

should *not* be carbon copies of letters addressed to other persons. However, carbons of letters to other persons may be attached to provide complete information on the subject.

The salutation to a member of the House of Representatives is "Dear Congressman Doe." In addressing a female member, the salutation will be "Dear Congresswoman Doe." The salutation for either male or female member of the Senate is "Dear Senator Doe."

Information regarding legislative reports to congressional committees is contained in Chapter X of this manual. Complete instructions regarding such reports are contained in Title 6, Chapter 7 of the Administrative Regulations.

Congressional correspondence should be delivered through the Official Mail and Messenger Service. This service is explained in paragraph 52.

When a member of Congress signs his letter as Chairman of a congressional committee, we should address our reply to him in the same way.

## CHAPTER VIII. FOREIGN CORRESPONDENCE

### 62. Assignment of Responsibility

The Foreign Agricultural Service (FAS) acts as this Department's official liaison with the Department of State and its missions abroad. Official foreign correspondence as well as correspondence with the Department of State is, therefore, forwarded through the FAS. This includes correspondence with:

- a. Foreign Governments (including diplomatic representatives resident in the U. S.)
- b. The Agricultural Attache Service.
- c. The United States Diplomatic Missions abroad.
- d. International organizations.
- e. Individuals, firms, and institutions in foreign countries, when it relates to the following:

- (1) policy matters
- (2) trade and products promotion, or
- (3) the addressee is in a restricted country.

Correspondence transmitting publications and literature going to countries other than restricted countries *need not* be transmitted through the Foreign Agricultural Service. Restricted countries are those which have been so designated by the Department of State for certain strategic reasons. If in doubt as to the status of a country, check with the Records and Foreign Reports Branch of FAS.

Each agency prepares and signs foreign correspondence when the subject matter falls entirely within the scope of its functions and responsibilities. It is then routed through the FAS. A subscript should be typed in the lower left corner of such correspondence. (See paragraph 63d.)

### 63. Preparation of Correspondence

The general instructions in Chapter II on preparation of letters apply to foreign correspondence. Certain exceptions to those instructions are contained in this chapter. Foreign correspondence for signature in the Office of the Secretary is prepared in accordance with instructions in Chapter VI.

- a. **Stationery.** Appropriate agency or Blue Seal letterhead is used. If the correspondence is to be sent via air pouch, manifold letterhead and envelopes should be used.
- b. **Copies.** Manifold paper is used for carbon copies. The following copies are required, in addition to any needed by the preparing agency. (Specific instructions for extra copies required for particular types of foreign correspondence are contained in the paragraphs pertaining to such correspondence.)

- (1) Prepare *courtesy* copies, when required, on manifold letterhead. (The originating official will determine when a courtesy copy for Department of State is necessary.)
- (2) Prepare *information* copies on white manifold. Exception: Prepare information copy for an agricultural attache on manifold letterhead (without file notation or initials).
- (3) Prepare an *official record copy* for the Foreign Agricultural Service on manifold letterhead.

Forward all carbon copies of the outgoing correspondence to the FAS with the original. After signature, the copies will be returned to the agency mail section for distribution. Copies to be distributed should, therefore, be marked adequately for proper distribution.

- c. **Date.** Do not date letters when a subscript is added. The date will be stamped by the Records and Mail Section of FAS when the letter is countersigned and dispatched.

- d. **Position of subscript.** Type the subscript in the lower left corner on the *original and all copies*, except on correspondence with individuals, institutions, or firms where the subscript is typed on the *carbons only*. (Figure 16.) Example:

Forwarded:

-----  
Foreign Agricultural Service

### 64. Types of Correspondence Requiring Subscript

The following types of communications should be forwarded through the Foreign Agricultural Service and a *subscript* should be added.

- a. **Correspondence with foreign governments (including diplomatic representatives resident in the United States) and international organizations.** All communications on official matters which relate to policies or programs of foreign governments or international organizations in which this government has an official interest are forwarded through FAS. Prepare a courtesy copy for the appropriate agricultural attache.
- b. **Correspondence with the Agricultural Attache Service.** All communications with the agricultural attaches (including letters, cable-



grams, and airgrams) must clear through the Foreign Service Division of FAS.

Letters should be typed on *manifold letterhead*, addressed to the principal agricultural officer at the post. For current listing of agricultural attaches call the Foreign Service Division of FAS.

**c. Correspondence with United States diplomatic missions abroad where no agricultural attache is assigned.** All communications with diplomatic and consular posts where no agricultural attache is assigned are forwarded through FAS for clearance, and transmitted through and reviewed by the Department of State.

The two most frequently used forms of communication from the missions abroad are:

- (1) **DESPATCHES** are written communications from Foreign Service Officers abroad to the Department of State involving questions of policy. When the subject matter of a despatch is within the Department of Agriculture's area of responsibility it is referred to this Department for reply. (Figure 15.) Letters are prepared in reply to incoming despatches and are addressed to the appropriate Foreign Service post, such as the American Embassy, Paris, France. (Or to the Legation, Consulate General, Consulate, etc.) (Figure 16.) One courtesy copy on manifold letterhead should accompany the original.
- (2) **OPERATIONS MEMORANDA** are informal communications between the Department of State and Foreign Service posts on routine operational and administrative matters. (Figure 17.) The reply to an incoming operations memorandum is prepared in the same format as the incoming operations memorandum. An extra copy for the addressee and a copy for the Department of State should accompany the original.

**d. Correspondence with individuals or firms.** Correspondence with individual persons, institutions, or firms in foreign countries which relates (1) to *policy matters*, (2) to *trade and products promotion*, or (3) is *addressed to a "restricted" country*, shall be routed through the FAS for clearance. Prepare a courtesy copy for the appropriate agricultural attache. Do *not* type subscript on the signature copy. Type subscript on all carbon copies.

**65. Correspondence With the Department of State**

All correspondence with the Department of State originating in the agencies of the Department must clear through the Foreign Agricultural Service.

**a. Letters to the Secretary of State** are prepared for the signature of the Secretary of Agriculture.

**b. Third-person letters** from the Department of State are letters of a routine nature to a Cabinet officer or to the head of an agency, written in the third person. These formal letters begin with the formula "The Secretary of State (informs, transmits to, etc.) the Secretary of Agriculture." They are neither addressed nor signed, but they are initialed in the lower right corner of the last page. Replies to this type of communication are prepared in regular letter form. In replying, reference should be made to the State Department's division symbol and file number. The reply may be prepared for signature in the Office of the Secretary, or by an agency official.

- (1) When the subject matter is of such importance that it requires attention at the Secretarial level, the reply is prepared for signature in the Office of the Secretary.
- (2) When the subject matter is of a routine or operational nature, the subject-matter specialist preparing the reply determines who should sign. The person who signs should be of approximately the same level of authority as the official in the Department of State to whom the letter is addressed. When there is doubt as to who should sign the reply, check with the Records and Foreign Reports Branch of FAS.

**c. Passport letters.** When foreign travel on official business is required, it is necessary to request the issuance of a Special Passport. The letter requesting the passport is prepared in the agency for signature in the Foreign Agricultural Service. It is addressed to the Director, Passport Office, Department of State. Use Foreign Agricultural Service letterhead. Do not type a signature or title since these will be filled in when the letter is signed. (See Figure 18.) In addition to the copy requirements outlined in paragraph (63b), make a courtesy copy on FAS manifold letterhead to accompany the original. A white copy annotated for the Foreign Travel Branch of FAS should be sent to that Branch at the time the letter is routed for clearance.

The individual must also fill out and personally file an "Application for Passport" with the Department of State. (If previous official travel has been performed, consult the Foreign Travel Branch of FAS before filing an Application for Passport.) The Administrative Regulations and the Foreign Travel Branch of FAS should be consulted for more detailed instructions.



AIR ROUTE		UNCLASSIFIED (Security Classification)		DO NOT TYPE IN THIS SPACE	
FOREIGN SERVICE DESPATCH				102. 6/8-855	
FROM	American Consulate, Porto Alegre,	16			
TO	THE DEPARTMENT OF STATE, WASHINGTON.	DATE	105		
REF					
25 For Ident. Use Only	ACTION 8-7	DEPT. 8-26	Rep 2		
SUBJECT:	Request for Seeds of Various Pine Trees				
For:	Agriculture				

The Consulate has just received a request from the Forestry Experimental Station of the State Department of Agriculture for aid in obtaining seeds of certain pine trees which they wish to plant here for trial in future reforestation work.

If it is possible for the Department of Agriculture to procure these seeds, the Consulate would appreciate it since it will help the Consulate maintain and develop with the local Agricultural office.

The request is for 50 grams each of seeds of the varieties:

- Pinus Attenuata x Pinus Radiata - North Carolina
- Pinus Caribaea - Florida
- Pinus Taeda

Figure 15. Incoming despatch for reply by the Department of Agriculture.

UNCLASSIFIED	
OPERATIONS MEMORANDUM	
August 2, 1955	
TO: Department of State	
FROM: AmConsul, Penang, Malaya.	
SUBJECT: LIBRARY SERVICE: Request for Publications	
REF:	
<p>The Department is requested to enter a subscription to Foreign Agriculture, Foreign Crops and Markets and the Agricultural Situation for John Smith, Economic Officer of the Federation of Malaya.</p>	

Figure 17. Incoming operations memorandum for reply by the Department of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE Commodity Stabilization Service WASHINGTON 25, D. C.	
(Omit Date)	
American Embassy, Paris, France.	
Subject: Purchase of cotton standards	
Reference: Despatch 238, August 5, 1955	
<p>This is a sample of a letter addressed to an American Embassy in reply to a despatch. This type of a letter should be addressed to the pertinent Foreign Service post and NOT to individuals at the post. The date is omitted at the time of preparation and inserted by the PAS Mail Room when it is dispatched. Reference should be made to the most recent despatch of a series relating to the subject being discussed.</p>	
(Name of signing officer) (Title of signing officer)	
Enclosures (if any)	
Forwarded:	
Foreign Agricultural Service	

Figure 16. Agency reply to an incoming despatch.



UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
WASHINGTON 25, D. C.

*( Omit Date )*

Director  
Passport Office  
Department of State  
Washington, D. C.

Dear Director:

Dr. John E. Doe, Marketing Specialist with the Foreign Agricultural Service of this Department, plans to depart on or about January 4, 1955, for an official trip to Europe.

Dr. Doe plans to visit London, England, during the period January 5-9; Paris, France, January 10-15; and Lisbon, Portugal, January 16-20. He will return to this country on or about January 21.

He will review marketing conditions in prospect in Europe for the export of United States citrus fruits and his expenses will be paid by this Department.

It will be appreciated if the Department of State will issue a special passport to Dr. Doe at the earliest possible date.

Sincerely yours,

*(Omit signature and title)*

Figure 18. Sample passport letter.

## 66. Cablegrams and Airgrams

The Department agencies prepare cablegrams and airgrams to diplomatic missions abroad in draft form. The Records and Foreign Reports Branch of FAS prepares them in final form, for transmission through the Department of State facilities.

Cablegrams are used only when the time element is of primary consideration. They should be as short as practicable. Non-urgent messages should be sent as airgrams or by air pouch channels. Telegraphic style must be used in cablegrams. Omit all unnecessary words, phrases (prepositions, pronouns, parts of the verb to be, articles, and expressions of courtesy), and reduce punctuation to the minimum consistent with clarity. Refer to previously numbered cablegrams of the current fiscal year by serial number only, omitting the date.

**a. Preparation and clearance of cablegrams and airgrams.** An "action" copy of incoming communications is sent to the Department office which has primary responsibility for the subject matter. The reply is prepared in draft form. The person actually originating the reply is called the "*drafting officer*" and his name and initials should appear in the lower left corner of the draft copy. The *approving officer* signs in the lower right corner. He is responsible for assuring that the message is correct in all its aspects and details, i. e. content, clearances, and security classification.

The drafting officer secures appropriate clearances within his agency and any inter-agency clearances. Clearances should be listed by name and organizational symbols at the bottom of the draft communications. If clearance is obtained by telephone, the officer obtaining the clearance must list on the draft copy the (1) office symbol, (2) name of the officer clearing the communication, and (3) date, and (4) he must initial the notation in ink.

**b. Security classification.** In general, cablegrams and airgrams are classified according to their own content. (See USDA Records Security Regulations.)

(1) A cablegram making direct reference by number, date, or other identifying information to a *classified* cablegram shall be classified at least CONFIDENTIAL.

(2) A cablegram making direct reference by number, date or other identifying information to an *administratively controlled* cablegram shall be designated ADMINISTRATIVELY CONFIDENTIAL.

**c. Drafting a cablegram.** Cablegrams are typed in draft form on white bond paper. Use double spacing. (See Figure 19.) Type either the appropriate security classification, or the word "UNCLASSIFIED" at the top of the page. Type the appropriation to which

the cablegram is chargeable in the upper left corner. The cable address Amembassy (Amlegation, Amconsul), followed by the city, is typed immediately after the words "SEND TO". Type name of drafting officer, agency abbreviation (if necessary), and date of draft in lower left corner of last page, following the words "Drafted by". Type name of approving officer in lower right corner of last page. Indicate all clearances by typing three spaces below name of drafting officer the word "*Clearances*" followed by the names and organizational symbols of the clearing officers. The drafting officer may indicate desired distribution of information copies within the Department by listing the names after "Copies to".

The completed and approved draft in single copy is sent to the Cable Section of FAS to be prepared on regulation formats for transmission to Foreign Service posts through the Department of State facilities.

**d. Airgrams** are non-telegraphic communications to the Foreign Service posts. Airgrams are treated like telegrams, i. e., they are given priority handling at the transmitting office in the Department of State and at the receiving office at the posts abroad. The difference is that airgrams are transmitted by air mail or courier service rather than by electrical methods.

(1) **DRAFTING AIRGRAMS.** Airgrams are prepared in draft form as outlined in Figure 20.

(2) **ENCLOSURES.** Material may be transmitted with airgram messages. The enclosure must be listed at the lower left corner of the last page of the airgram. If there is more than one enclosure, each should be briefly described and numbered.

Copies of enclosures must be attached to the official record copy for FAS files, except in the case of printed or duplicated documents which are clearly identified and readily obtainable.

## 67. Publications and Literature

*Correspondence transmitting publications and literature* going to countries other than those on the "restricted" list need not be transmitted through FAS; these may go by regular mail, or by penalty mail to certain foreign countries listed in Chapter V, paragraph 51b. Check with FAS regarding "restricted" countries.

The Department of Agriculture Library has sole authority for approving the listing of foreign agencies, institutions, or organizations to receive publications *regularly* as issued, and this is done only on an exchange basis by the Library. This restriction does not apply to the furnishing of single issues of publications, except to restricted countries.



UNCLASSIFIED  
Classification

August 1, 1955

Charge To:

SEND TO: AMEMBASSY PARIS

Insert appropriate  
Charge

YOUR 23

Reference to previous  
message, if any

FROM AGRICULTURE

US trade sources report on purchase 1,000 tons peanuts  
and total expectations 4,000 tons. Request investigate.  
Reply soonest.

cc: A. Taylor  
M. L. Reed

Drafting, approving and clearing  
names typed here and initialed  
by these officials. If clearance  
obtained by telephone, drafting  
officer places his initials over  
name of clearing officer.

Drafted by: ML Jones, CSS, 8-1-55

Clearances:  
John Doe/EUR

Approved by: Robert Smith

Figure 19. Sample cablegram.

UNCLASSIFIED  
Security Classification

Priority indicator,  
if necessary, to be  
typed here.

August 1, 1955

PRIORITY

SEND TO: ANKARA, ATHENS, BELGRADE, ROME

SUBJECT: Greece Program - Title I, PL 480

Each airgram shall be given a subject, preferably not to exceed one line.

Text Begin text three spaces below the subject heading using single space. Double space between paragraphs. Quotations and subquotations should be indented five spaces from the text in which they appear. Headings may be inserted within the text to highlight subjects discussed or action required as illustrated in this paragraph.

When enclosures are to be sent with an airgram, a description, as illustrated, is to be typed at the bottom of the last page.

Enclosures: 1. Agreement dated March 31, 1955  
2. Summary of Agricultural Act of 1954.

Drafted by: BK Akers 8-1-55

Approved by: MJ Smith

Clearances: RI Reed (IRD) State  
EH Andrews (CA) STATE

Drafting, approving and clearing names typed here and initialed by these officials. If clearance obtained by telephone, drafting officer places his initials over name of clearing officer.

Figure 20. Sample airgram.

## 68. Use of Diplomatic Pouch

The diplomatic pouch is provided for the international transmission of official communications of the United States. Material for transmission through the diplomatic pouch facilities should be routed through Records and Mail Section of FAS. Specific questions, not covered by the instructions below, may be referred to the Records and Mail Section of FAS. Every communication sent via diplomatic pouch must have the classification indicated thereon.

**a. Envelopes.** Non-penalty official envelopes are used for correspondence dispatched to foreign destinations by diplomatic pouch. Use envelopes which have printed in the upper left corner "United States Department of Agriculture, Washington 25, D. C., Official Business." Type name, title, and full address of the addressee. Where necessary, FAS will provide a second envelope addressed to the diplomatic mission or consular office abroad through which the correspondence is being forwarded. All envelopes must be stamped with either (1) the appropriate security classification, or (2) the word UNCLASSIFIED.

Letters weighing 6 ounces or less will be transmitted by air pouch. Those weighing more than 6 ounces will be transmitted by surface pouch.

Do not type *via diplomatic pouch* on envelopes since the appropriate marking will be stamped on the envelope in the FAS Mail Room.

**b. Packages.** Packages for transmittal by diplomatic pouch should be securely wrapped and clearly addressed to the particular diplomatic mission involved.

*Do not use franked labels.* When forwarding unclassified material by diplomatic pouch the word UNCLASSIFIED shall in all cases be marked above the address on the package.

(1) **MARKINGS.** Each package must be marked "via surface pouch."

(2) **SIZES AND WEIGHTS.** Maximum weight is 20 pounds; maximum size is 18 inches in length, with a maximum of 42 inches in length and girth.

(3) **PLANT STOCKS** must have an inspection certificate attached.

(4) **PROHIBITED ITEMS.** Liquids, perishables, glass and other fragile items.

(5) **AIR POUCH.** Packages for the "air pouch" will be limited to urgent material weighing not more than five pounds. Items weighing over two pounds must be accompanied by a certification on Form DS-1019. This form will be attached in the Records and Mail Section of FAS. However, the sender must give (a) date required at destination, (b) general description of the content.

## 69. Mail to Foreign Assigned Personnel

Non-official letter mail may be sent to USDA personnel on foreign assignment via Department of State facilities, subject to the following:

**a. Rates.** Postage at the regular international mail rates must be prepaid.

**b. Air Mail.** Letters bearing postage at the international air mail rate will be forwarded by air. All other letters will be forwarded by surface transportation.

**c. Address.** It is necessary to show the full name, such as "John Joseph Smith" rather than initials "J. J. Smith". It is important to write the address legibly and to include the foreign post and title of the addressee. If the title is not known, the office should be designated. Example:

Mr. John Joseph Smith  
Dublin—Attache  
Department of State  
Washington 25, D. C.

## 70. Territorial Correspondence

Correspondence with persons in the territories and possessions of the United States is *not* considered *foreign correspondence*. United States territories and possessions include Alaska, Hawaii, Commonwealth of Puerto Rico, American Samoa, Guam, Canal Zone, Virgin Islands, and various small Pacific islands of military and naval importance, such as Wake and Midway. Correspondence addressed to those places need *not* clear through the Foreign Agricultural Service, and should be transmitted through the regular agency channels.



## CHAPTER IX. SPECIAL ADDRESSES OF LETTERS AND SALUTATIONS TO PERSONS IN HIGH OFFICES

### 71. Purpose

The examples of address and salutation in this chapter conform to the style preferred in this Department. In the interest of uniformity and for the assurance of good form, we advise close observance of the style illustrated.

### 72. Address

Single space the address, each line flush with the left margin, except carry-overs, which are indented two spaces. A title may be placed on the line with the name or on the next line. Examples:

Hon. (full name), Chairman  
Committee on Agriculture and Forestry  
United States Senate

Mr. (full name)  
Secretary to the late Hon. (full name)  
United States Senate

Write the city and state on the same line and without abbreviation: Syracuse 2, New York. *Exception:* The name of the city and postal zone are not needed on either the letter or the envelope of inter-agency mail in Washington, D. C., since this mail is delivered by the Official Mail and Messenger Service. (See Chapter V, paragraph 52 for instructions on the use of this Service.)

The President, his Cabinet, the Vice President, and sometimes the Chief Justice are addressed by title only. In all other letters use the name of the addressee if known.

*Honorable* or *Hon.* is used with the full name in addressing federal, state, and city officials. If preceded by *the*, *Honorable* should always be spelled out. The same rule applies to other adjective titles such as *Reverend*. References in text are preferably *Mr. Blank*, not *the Honorable Mr. Blank*, not *the Reverend Mr. Blank*. These forms are correct but too formal. *Honorable Blank* and *Reverend Blank* are incorrect.

The term "Chairman" is used for both men and women.

See examples for addressing officers and men and women in military service. Print or type on the envelope every available detail of the address.

Do not abbreviate titles such as Major General or Rear Admiral when used with the surname alone. They may be abbreviated with the full name. Chaplains are addressed *Chaplain* regardless of rank.

Address *The Officer in Command*, *The Commanding Officer*, or *The Commandant* if in doubt about the correct name or rank of the commanding officer. The salutation would be *Dear Sir*.

### 73. Salutation

Place the salutation flush with the left margin, two spaces below the address and two spaces above the body of the letter, followed by a colon. Generally, you will use the surname, preceded by *Dear Mr.*, *Dear Mrs.*, *Dear Miss* or *Dear Dr.* as appropriate. *My dear Mr. Blank*, *My dear Mr. Mayor*, and *Sir* are formal salutations. The title alone may be used for a prominent official, as *Dear Mr. Comptroller General* or *Dear Mr. Commissioner*.

All titles used in the salutation or with the surname alone are spelled in full, except *Mr.*, *Mrs.*, *Dr.* and *Messrs.*

The salutation for an *Acting Governor* or the *Lieutenant Governor* of a State is *Dear Governor Blank*.

For salutations to men and women in the military services, use *Mr.*, *Miss*, or *Mrs.* for ranks below Second Lieutenant (Army, Marine Corps, and Air Force) and below Commander (Navy and Coast Guard). In salutations for military titles of two words, such as Major General or Rear Admiral, drop the modifying word and spell in full. The salutation for a chaplain is *Dear Chaplain Blank*.

## 74. Examples of Address and Salutation

<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i> <sup>1</sup>
The President	The President The White House  Dear Mr. President:	The President The White House Washington 25, D. C.
Wife of the President	Mrs. (The President's name) The White House  Dear Mrs. (surname):	Mrs. (The President's Name) The White House Washington 25, D. C.
Secretary to the President	Hon. (full name) Secretary to the President The White House  Dear Mr. (surname):	Hon. (full name) Secretary to the President The White House Washington 25, D. C.
The Vice President	The Vice President United States Senate  Dear Mr. Vice President:	The Vice President United States Senate Washington 25, D. C.
The President of the Senate	The President of the Senate United States Senate  Dear Mr. President:  (Both examples may use the Vice President's name or <i>The Honorable</i> on the line above the title.)	The President of the Senate United States Senate Washington 25, D. C.
The President pro tempore	Hon. (full name) President pro tempore United States Senate  Dear Mr. President: or Dear Senator (surname):	Hon. (full name) President pro tempore United States Senate Washington 25, D. C.
The Chief Justice	Hon. (full name) Chief Justice of the United States The Supreme Court  Dear Mr. Chief Justice: or The Honorable The Chief Justice of the United States The Supreme Court  Dear Mr. Chief Justice:	Hon. (full name) The Chief Justice The Supreme Court Washington 25, D. C.  The Chief Justice The Supreme Court Washington 25, D. C.
Associate Justice	Hon. (full name) Associate Justice The Supreme Court  Dear Mr. Justice: or Mr. Justice (surname) The Supreme Court  Dear Mr. Justice	Hon. (full name) Associate Justice The Supreme Court Washington 25, D. C.  Mr. Justice (surname) The Supreme Court Washington 25, D. C.
American Ambassador	The Honorable (full name) American Ambassador London, England  My dear Mr. Ambassador: or My dear Madam Ambassador: <sup>2</sup>	Same as letter

<sup>1</sup> For Inter-agency mail in Washington, D. C. omit "Washington 25, D. C." Instead, use the appropriate "Stop" number and send via the Official Mail and Messenger Service.

<sup>2</sup> See Foreign Correspondence for general instructions. Call the Office of Foreign Agricultural Service Records and Mail Section for current information on proper titles.

<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
American Minister	The Honorable (full name) American Minister Dublin, Ireland  My dear Mr. Minister:	Same as letter
Ambassador in Washington (other than British)	His Excellency (full name) Ambassador of (country)  My dear Mr. Ambassador:	His Excellency (full name) Ambassador of (country) Washington, D. C.
British Ambassador in Washington	His Excellency Sir (full name) British Ambassador  My dear Mr. Ambassador:	His Excellency Sir (full name) British Ambassador Washington, D. C.
Minister in Washington	The Honorable (full name) Minister of (country) (street address of legation) Washington —, D. C.  My dear Mr. Minister: or My dear Madam Minister:	Same as letter
<hr/>		
Secretary of State	The Honorable The Secretary of State  Dear Mr. Secretary:	The Secretary of State Washington, 25 D. C.
Secretary of Defense	The Honorable The Secretary of Defense  Dear Mr. Secretary:	The Secretary of Defense Washington 25, D. C.
Secretary of the Army	The Honorable The Secretary of the Army  Dear Mr. Secretary:	The Secretary of the Army Washington 25, D. C.
Secretary of the Navy	The Honorable The Secretary of the Navy  Dear Mr. Secretary:	The Secretary of the Navy Washington 25, D. C.
Secretary of the Air Force	The Honorable The Secretary of the Air Force  Dear Mr. Secretary:	The Secretary of the Air Force Washington 25, D. C.
Attorney General	The Honorable The Attorney General  Dear Mr. Attorney General:  (Same form of salutation for Postmaster General. The salutation for a woman Secretary is Dear Madam Secretary.)	The Attorney General Washington 25, D. C.
<hr/>		
The Senate President	See Vice President	
Secretary of the Senate	Hon. (full name) Secretary of the Senate United States Senate  Dear Mr. (surname):	Hon. (full name) Secretary of the Senate Washington 25, D. C.
Senator (in Washington)	Hon. (full name) United States Senate  Dear Senator (surname):	Hon. (full name) United States Senate Washington 25, D. C.



<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
Senator (at home)	Hon. (full name) United States Senator (local address)  Dear Senator (surname):	Hon. (full name) United States Senator (local address)
Chairman of Committee	Hon. (full name), Chairman (name of committee) United States Senate  Dear Senator (surname):	Hon. (full name), Chairman (name of committee) United States Senate Washington 25, D. C.
The House Speaker	Hon. (full name), Speaker House of Representatives  Dear Mr. Speaker: or The Speaker House of Representatives  Dear Mr. Speaker:	Hon. (full name), Speaker House of Representatives Washington 25, D. C.  The Speaker House of Representatives Washington 25, D. C.
Representative (in Washington)	Hon. (full name) House of Representatives  Dear Congressman (surname): or Dear Congresswoman (surname):	Hon. (full name) House of Representatives Washington 25, D. C.
Representative (at home)	Hon. (full name) Member of Congress (local address)  Dear Congressman (surname): or Dear Congresswoman (surname):	Hon. (full name) Member of Congress (local address)
Chairman of Committee	Hon. (full name) Chairman (name of committee) House of Representatives  Dear Congressman (surname):	Hon. (full name) Chairman (name of committee) House of Representatives Washington 25, D. C.
Delegate	Hon. (full name) Delegate of Alaska House of Representatives  Dear Mr. (surname):	Hon. (full name) Delegate of Alaska House of Representatives Washington 25, D. C.
Resident Commissioner	Hon. (full name) Resident Commissioner of Puerto Rico House of Representatives  Dear Mr. (surname):	Hon. (full name) Resident Commissioner of Puerto Rico House of Representatives Washington 25, D. C.
Archives	Hon. (full name) Archivist of the United States The National Archives  Dear Mr. or Dr. (surname):	Hon. (full name) Archivist of the United States The National Archives Washington 25, D. C.
Bureau of the Budget	Hon. (full name) Director, Bureau of the Budget  Dear Mr. (surname):	Hon. (full name) Director, Bureau of the Budget Washington 25, D. C.
Civil Service Chairman	Hon. (full name) Chairman, Civil Service Commission  Dear Mr. (surname):	Hon. (full name) Chairman, Civil Service Commission Washington 25, D. C.
Member	Hon. (full name) Member, Civil Service Commission  Dear Mr. (surname):	Hon. (full name) Civil Service Commission Washington 25, D. C.

<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
Comptroller General	Hon. (full name) Comptroller General of the United States  Dear Mr. (surname): or Dear Mr. Comptroller General:	Hon. (full name) The Comptroller General General Accounting Office Washington 25, D. C.
Court of Claims	Judge (full name) Court of Claims of the United States  Dear Judge (surname):	Judge (full name) Court of Claims Washington 25, D. C.
Federal Reserve	Hon. (full name) Chairman (or Member), Board of Gov- ernors Federal Reserve System  Dear Mr. Chairman: or Dear Mr. (surname):	Hon. (full name) Federal Reserve Board Washington 25, D. C.
Government Printing Office	Hon. (full name) The Public Printer Government Printing Office  Dear Mr. (surname):	Hon. (full name) The Public Printer Government Printing Office Washington 25, D. C.
Internal Revenue Service	Hon. (full name) Commissioner, Internal Revenue Service  Dear Mr. (surname): or Dear Mr. Commissioner:	Hon. (full name) Commissioner, Internal Revenue Service. Washington 25, D. C.
Library of Congress	Hon. (full name) Librarian of Congress  Dear Mr. or Dear Dr. (surname):	Hon. (full name) Librarian of Congress Washington 25, D. C.
Selective Service	Major General (full name) Director, Selective Service System  Dear General (surname):	Major General (full name) Director, Selective Service National Headquarters Washington 25, D. C.
Veterans Administration	Hon. (full name) Administrator of Veterans Affairs Veterans Administration  Dear Mr. (surname):	Hon. (full name), Administrator Veterans Administration Washington 25, D. C.
<hr/>		
General	General (full name) Commandant, The Marine Corps  Dear General (surname):	General (full name) Commandant, The Marine Corps Headquarters, U. S. M. C. Washington 25, D. C.
Admiral	Admiral (full name) Commandant, The Coast Guard  Dear Admiral (surname):	Admiral (full name) Commandant, The Coast Guard Washington 25, D. C.
Major General	Major General (full name) The Adjutant General Department of the Army  Dear General (surname):	Maj. Gen. (full name) The Adjutant General Department of the Army Washington 25, D. C.
Colonel WAC	Colonel (full name) Director, Women's Army Corps Department of the Army  Dear Colonel (surname):	Colonel (full name) Director, Women's Army Corps Department of the Army Washington 25, D. C.

<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
Captain Wave	Captain (full name) Director of Women's Division Bureau of Naval Personnel Department of the Navy  Dear Captain (surname):	Captain (full name) Director, Women's Division Bureau of Naval Personnel Department of the Navy Washington 25, D. C.
Lieutenant (Army and Air Force)	Lieutenant (full name, serial number) Company F, 121st Infantry Fort Bragg, North Carolina  Dear Lieutenant (surname):	Same as letter
Ensign (Man or Woman)	Ensign (full name) U. S. N. 1708 16th St., N. W. Washington 9, D. C.  Dear Mr., Miss, or Mrs. (surname):	Same as letter
Enlisted man	Pvt. (full name, serial number) Company F, 121st Infantry APO 801 c/o Postmaster, New York City  Dear Mr. (surname)	Same as letter
<hr/>		
Governor of State	Hon. (full name) Governor of California Sacramento, California  Dear Governor (surname): (same salutation for Lieutenant Governor and Acting Governor)	Same as letter
Secretary of State (State Government)	Hon. (full name) Secretary of State Commonwealth of Kentucky Frankfort, Kentucky  Dear Mr. (surname):	Same as letter
Commissioner or Secretary of Agriculture (State)	Hon. (full name), Commissioner Department of Agriculture Tallahassee, Florida  Dear Mr. Commissioner: or Dear Mr. (surname):	Same as letter
Member of State Legislature	Hon. (full name) Member of the Assembly Albany, New York  Dear Mr. (surname): (Name of legislative body varies in States. Similar usage writing to State Senator. No use of legislative title in home address.)	Same as letter
Mayor of City	Hon. (full name) Mayor of (city or town) (local address)  Dear Mr. (surname): or Dear Mr. Mayor:	Same as letter
<hr/>		
Bishop, Episcopal	The Right Reverend <sup>4</sup> (full name) Bishop of (City or Diocese) (Address)  Right Reverend Sir: or Dear Bishop (surname):	Same as letter

<sup>4</sup> The Right Reverend, The Most Reverend, etc., may be written as the first line and the full name as the second, particularly in the case of long names.



<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
Bishop, Catholic	The Most Reverend (full name) Bishop of (City or Diocese) (Address)  Most Reverend Sir:	Same as letter
Bishop, Methodist	The Very Reverend (full name) 1205 Grace Street Memphis, Tennessee  Dear Bishop (surname):	Same as letter
Bishop, Mormon	Mr. (full name) Church of Jesus Christ of Latter-day Saints (Local Address)  Dear Mr., Dr., or Bishop (surname):	Same as letter
Protestant Minister	The Reverend (full name) (Local Address)  Dear Mr. or Dr. (surname):	Same as letter
Catholic Priest	The Reverend (full name) (Local address)  Dear Father (surname):	Same as letter
Jewish Rabbi	Rabbi (full name) (Local Address)  Dear Rabbi or Dear Dr. (surname):	Same as letter
Mother Superior, Catholic	The Reverend Mother Superior (order, if used) (name of institution) (local address)  Reverend Mother: or Dear Reverend Mother:	Same as letter
Sister, Catholic	Sister Mary Angela Little Sisters of the Poor (local address)  Dear Sister: or Dear Sister Angela:	Same as letter
College President	Dr. (full name) President, University of Maryland College Park, Maryland  Dear Dr. (surname):	Same as letter
Dean	Dr. or Mr. (full name) Dean, College of Agriculture Cornell University Ithaca, New York  Dear Dean (surname): or Dear Dr. (surname):	Same as letter
Professor or Assistant Professor	Dr., Miss, or Mrs. (full name) Assistant Professor of Home Economics Pennsylvania State College State College, Pennsylvania  Dear Miss, Mrs., Dr. or Professor (surname):	Same as letter
Doctor of Medicine	Dr. (full name) or (full name), M. D. (local address)  Dear Dr. (surname):	Same as letter

<i>Addressee</i>	<i>Letter Address and Salutation</i>	<i>Envelope Address</i>
F. A. O.	Hon. (full name), Director-General Food and Agriculture Organization of the United Nations Viale Delle Terme Di Caracalla c/o American Embassy Rome, Italy	Same as letter
	Dear Mr. (surname):	
North American Regional Office F. A. O.	Mr. (full name) Regional Representative of the Director- General Food and Agriculture Organization of the United Nations 1325 C Street, S. W. Washington 25, D. C.	Same as letter
	Dear Mr. (surname):	
Organization of American States	Hon. (full name) Director General of the Organization of American States	Hon. (full name) Director General of the Organization of American States Washington 6, D. C.
	Dear Mr. (surname):	
United Nations	His Excellency (full name) Secretary General of the United Nations New York, New York	Same as letter
	Dear Mr. Secretary General:	
U. S. Representative to the U. N.	The Honorable (full name) U. S. Representative to the United Nations New York, New York	Same as letter
	Dear Mr. (surname) <sup>3</sup>	

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<sup>3</sup> The Chief of the U. S. Mission to the United Nations is the U. S. Representative to the U. N. He is the proper channel in all instances between the United States and the United Nations.

## CHAPTER X. PREPARATION AND HANDLING OF SPECIAL COMMUNICATIONS AND DOCUMENTS

### 75. General

The purpose of this chapter is to bring together in one place in the Correspondence Manual information on the preparation and handling of special communications or documents of interest to certain secretaries of the Department. These documents include:

- Secretary's Memorandums
- Administrative Regulations
- Federal Register publications and unpublished dockets
- Legislative reports
- Materials classified for security purposes.

Rules governing the preparation and handling of these documents are set forth in varying degrees of detail either in the Administrative Regulations of the Department or in separate manuals. It is not intended that the Correspondence Manual duplicate instructions that are readily available elsewhere and that adequately cover the subject matter. However, this chapter provides a general summary of the information required by secretaries in preparing or handling these documents.

Because of the looseleaf nature of the Correspondence Manual, secretaries who are concerned with these special documents may, if they desire, insert the applicable regulations or manuals in their Correspondence Manual. Secretaries not concerned with preparation or handling of these specialized documents should not attempt to obtain copies of such regulations or manuals, as supplies are limited.

### 76. Secretary's Numbered and Unnumbered Memorandum Series

Secretary's Memorandums are issued in two series, numbered and unnumbered. The numbered series covers material of a continuing nature, not generally appropriate for issuance in the Administrative Regulations. Occasionally, instructions requiring codification in the Regulations are issued in this series for reasons of expediency and are subsequently incorporated in the Administrative Regulations.

The unnumbered series (MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES) covers transitory material, usually announcements, reminders, suggestions, or information which need not be retained for guidance or instruction. This series receives wider distribution

among Department personnel than the numbered series.

#### a. Paper.

Original—plain white bond.

Carbon copies—

Two white manifold. Be careful that copies are clearly legible, since one white copy is used as "printer's copy" in the reproduction process.

One salmon copy.

Any agency file copies required.

#### b. Format. (See Figure 21.)

##### (1) LETTERHEAD:

Type in  
(centered)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington 25, D. C.

##### (2) DATE. Omit the date. This will be inserted after the Memorandum is signed.

##### (3) HEADING.

(a) Numbered Memorandums. Center and type in all capital letters the words MEMORANDUM NO. (Leave space for the memorandum, supplement, or revision number to be inserted by the Secretary's Records Section.)

(b) Unnumbered Memorandums. Center and type in all capital letters the words MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES. Do not underline.

##### (4) SUBJECT. Center the subject two spaces below the heading. Capitalize all important words of the subject and underline.

##### (5) BODY. Type the body three spaces below the subject. Use block style and single spacing with double spacing between paragraphs. Do not use a complimentary close.

##### (6) SIGNATURE AND TITLE. Do not insert a signature or title. These will be inserted after the memorandum is signed.

##### (7) LEGEND ON CARBON COPIES. Type the name of the Department agency in which the memorandum is prepared, the name of the dictator, initials of the stenographer, and the date of preparation on the carbon copies, *except* on the original and *one white copy* which will be used as "printer's copy."



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington 25, D. C.

*( Omit Date )*

MEMORANDUM NO.      (Leave blank space)

Brief and Specifically Worded Subject of the Memorandum

The form of the text of the memorandum should follow the form for letters;  
single spaced with double spacing between paragraphs. Use block form.

(Do not use Complimentary Close or insert title)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington 25, D. C.

*( Omit Date )*

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Brief and Specifically Worded Subject of the Memorandum

The form of the text of the memorandum should follow the form for letters,  
single spaced with double spacing between paragraphs. Use block form.

(Do not use Complimentary Close or insert title)

Office of Personnel  
John Doe:MJ  
8-8-55

\_\_\_\_\_  
(Salmon and agency copies)

Figure 21. Format of Secretary's numbered and unnumbered memorandums.

c. **Explanatory memorandum.** Unless the Secretary's Memorandum is self-explanatory, transmit it with a memorandum addressed to the Secretary. Give the necessary background information and explain the provisions of the Secretary's Memorandum and the reasons it is needed. (See Chapter III for instructions on preparing memorandums.)

d. **Jacket.** Prepare a blue jacket, Form AD-116, "Routing Sheet for Administrative Regulations, Secretary's and Staff Office Memorandums."

e. **Initialing.** The salmon copy should be signed by the agency head. Others who are required to approve the memorandum should initial the agency file copy, in accordance with agency procedures.

f. **Assembling the file.** Assemble the file in the following order and clip it together *securely*.

Jacket—AD-116

Original of explanatory memorandum (when required)

Secretary's Memorandum (original)

White manifold—printer's copy

Salmon copy—signed by agency head (filed in Secretary's Records Section)

White manifold—for Secretary's Records Section

Agency copies of Secretary's Memorandum

Agency file copy of explanatory memorandum (when there is one. This should not accompany the file after it leaves the originating agency.)

g. **Routing the file.** The complete file should be routed through the Secretary's Records Section. The file will be returned after signature to the Secretary's Records Section for processing and distribution. The agency's copies are returned after signature to the originating office.

After distribution, additional copies of memorandums are available in the Secretary's Records Section upon request through the administrative office of each agency.

## 77. Administrative Regulations

The Administrative Regulations are designed to include all policy and procedural regulations issued by the Secretary and Departmental staff offices that apply generally to all agencies of the Department and that are relatively permanent in character.

Title I, Chapter 12, of the Administrative Regulations contains information on the background, amendment procedure, distribution, and maintenance of the Administrative Regulations.

a. **Amendments.** Amendments may be prepared by cutting, pasting, or inserting on printed copies of a regulation in order to minimize retyping of entire chapters and sections.

Only one copy of the amendment text is required to be submitted.

b. **Transmittal and summary statement.** Transmit amendments under cover of Form AD-116, "Routing Sheet". Indicate on Form AD-116 the appropriate routing for clearance and signature and include a statement indicating the major changes proposed in the attached amendment. *Exception:* If the summary statement is for signature in the Office of the Secretary, prepare the summary statement on plain white bond, with one white copy and one salmon copy, and forward under cover of the AD-116. When an amendment cancels, supersedes, or codifies an existing Memorandum, or other issuance, the text of the summary statement should so indicate. The AD-116 should be initialed by the agency head.

c. **Routing and distribution.** Route amendments through the Secretary's Records Section for processing and distribution under distribution codes maintained by that Section. A small supply of extra copies of titles of the regulations and amendments are maintained by the Secretary's Records Section. Requests for copies of amendments or titles themselves should be made through the administrative office of each agency. When requesting parts of a title, specify the pages desired rather than sections or chapters.

## 78. Federal Register Publications and Unpublished Dockets

A docket serves as the basis for instituting new programs or regulations or for amending existing programs or regulations. The term "Docket" is used to designate the file folder which contains the various documents relating to the particular case. The document contained in the docket which effectuates the changes is generally signed by the Secretary or some other person to whom the necessary authority has been delegated.

A docket should contain an explanatory memorandum from the agency, if for Secretarial signature, or from a responsible official, if for signature within the agency, addressed to the person who will sign the formal document. Some dockets also contain a press release which is prepared in the agency information office. For preparation of memorandums contained in the docket, follow the form outlined under Chapter III, "Memorandums."

a. **Requirements for Federal Register publication.** As a general rule, documents required to be published in the Federal Register are: descriptions of central and field organizations and functions, including delegations of final authority; procedures available to the public; substantive rules affecting the public (Figure 22); notice of proposed rule making; documents prescribing a penalty or a

course of conduct, conferring a right, privilege, authority or immunity, or imposing an obligation (Figure 23); and those required by Act of Congress to be published in the Federal Register, such as agency organization (Figure 24). Documents involving any function of the United States requiring secrecy in the public interest or any matter relating solely to the internal management of the Department are *not* published in the Federal Register.

**b. Preparing documents for publication in Federal Register.**

(1) **TYPING.** Type all documents which are to be published in the Federal Register on white bond paper approximately 8 x 12½ (legal size). Use a left margin of approximately 1½ inches and a right margin of approximately 1 inch. Double space documents, *except*, single space quotations, tabulations, descriptions of land, or excerpts from statutes. Type a signature line. Do not type a title underneath it, since the title will be stamped on it. At

least 3 inches should be left below the last line of the docket so that the seal can be imprinted.

(2) **CARBON COPIES.** Send an original and six carbon copies of Federal Register documents to the Secretary's Records Section. Make one of these carbon copies on salmon colored paper. See that all copies are legible. Make additional carbon copies as required by your agency.

(3) **FORM.** The form for typing Federal Register documents varies with the type of document. Federal Register publication documents are divided into four categories. These categories, with instructions as to form, are set forth below:

(a) *Documents Subject to Codification.*

This category includes the substantive rules and regulations of the Department and amendments thereto which are published in the daily editions of the Federal Register and in the Code of Federal Regulations. (Figure 22.)

The diagram illustrates the layout of a document subject to codification. At the top, a dashed box labeled "Center" contains the title: "TITLE 7 - AGRICULTURE", "CHAPTER 1 - AGRICULTURAL MARKETING SERVICE", "PART 26 - GRAIN STANDARDS", and "SUBPART B - STANDARDS". Below the title, the text "Pursuant to the authority vested in the Secretary of Agriculture by the United States Grain Standards Act as amended" is shown. To the left of this text, "7 spaces" is indicated. To the right, "2 spaces" is indicated between the title and the text, and "2 spaces" is indicated between the text and the signature line. Below the text, a dotted line indicates a "1 1/2 inch margin" on the left and a "1 inch margin" on the right. Below the dotted line, the text "Done at Washington, D. C. this \_\_\_\_ day of \_\_\_\_ 195 ." is shown. To the left of this text, "2 spaces" is indicated. To the right, "7 spaces" is indicated. Below the text, a solid line is labeled "Signature line". To the left of the signature line, "(SEAL)" is indicated. To the right of the signature line, "(Omit Title)" is indicated. At the bottom left, "leave at least 3 inches" is indicated.

Figure 22. Documents subject to codification.



(c) *Description of Agency Organization.* This category includes descriptions of agency organization and functions, including delegations of final authority, and the established places at which and methods whereby the public may secure information or make submittals or requests, and amendments to such documents. They are published in the daily editions of the Federal Register but are not codified. (Figure 24.)

tion. The form outlined under (c) above should be followed in preparing documents of this class.

Bottom—the document to be signed by  
the Secretary

Top—memorandum from originating office; except, if the opinion of the General Counsel accompanies the docket, it should be on top.

----- Center -----

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE  7 CFR, Part 55	↓  ↓  ↓	<i>2 spaces</i>  <i>2 spaces</i>
REGULATIONS GOVERNING THE GRADING AND INSPECTION OF EGG PRODUCTS	↓	<i>2 spaces</i>
NOTICE OF PROPOSED RULE MAKING		

*2 spaces*  
7 spaces Notice is hereby given.....

$1\frac{1}{2}$  inch ..... 1 inch  
margin..... margin

2 spaces ↑  
 --- Done at Washington, D. C. this \_\_\_\_\_ day of \_\_\_\_\_ 195 .  
 7 spaces ↑

(SEAL)

*leave at least  
3 inches*

Diagram illustrating the placement of a title on a line. The line is divided into two segments: a dashed segment on the left labeled "10 spaces" and a solid segment on the right. An arrow points down to the solid segment, labeled "7 spaces". Below the solid segment, the text "(Omit Title)" is written.

47

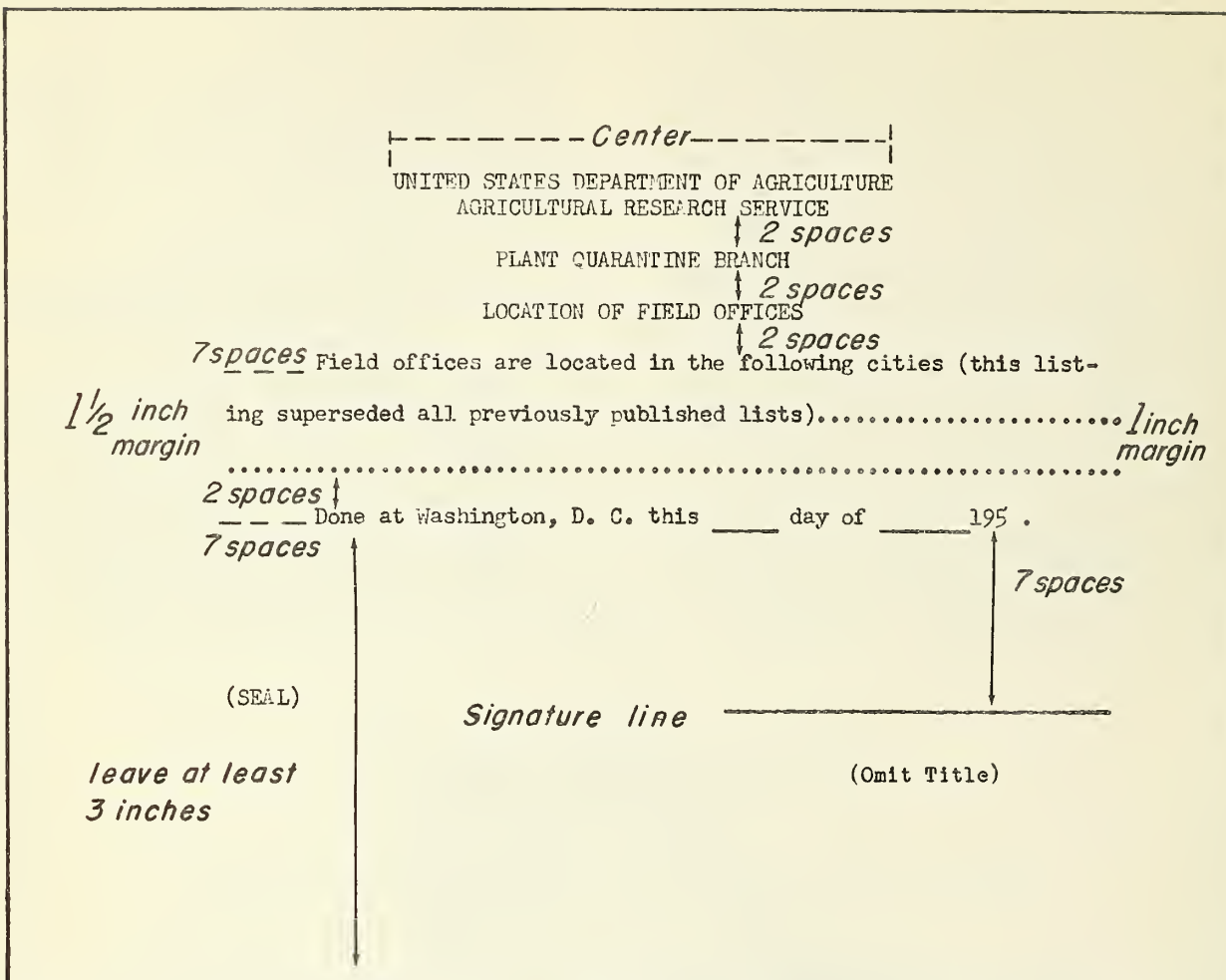


Figure 24. Description of agency organization.

c. **Dockets that do not involve publication in the Federal Register.** Dockets of this type generally apply only to the internal operations of the Department. The documents should be assembled in the file folder as described above.

d. **Reference.** Title I, Chapter 10, Sections 3 and 4 of the Administrative Regulations, provide general Department policies and instructions on preparing Federal Register publications and unpublished dockets. Your agency also may have prepared supplementary instructions to be followed in preparing and assembling dockets, particularly concerning those signed in your agency. The rules and regulations issued by the Division of the Federal Register will also prove helpful in preparing dockets. If any additional information is required, the Office of the General Counsel may be consulted. The U. S. Government Printing Office Style Manual should be consulted on matters of punctuation, capitalization, spelling, and other matters of style.

## 79. Legislative Reports

a. **General.** Legislative reports are letters to Congress or the Bureau of the Budget making recommendations on proposed legislation. These letters are of the following types:

(1) **CONGRESSIONAL.** Most of these letters are prepared for signature in the Office of the Secretary and are addressed to chairmen of Congressional committees in response to their requests for the views of the Department on pending bills. Occasionally such letters are sent to individual members of Congress. Sometimes legislative reports take the form of letters from the Secretary to the Speaker of the House of Representatives and the President of the Senate, recommending that Congress consider legislative proposals prepared in the Department. Drafts of legislative reports are first sent to the Bureau of the Budget for advice as to the relationship of the pro-

posed legislation to the program of the President.

(2) BUDGET BUREAU.

(a) *Proposed Legislation.* Legislative reports frequently are letters to the Bureau of the Budget in connection with consideration of proposed legislation by that Bureau and other interested departments and establishments.

(b) *Enrolled Bills.* Legislative reports on enrolled bills are letters to the Bureau of the Budget giving the Department's views on bills which have been passed by the Congress and are being sent to the President. These reports are extremely urgent and should be carried by special messenger in all cases.

**b. Preparation of legislative reports.** Complete instructions for the preparation and handling of legislative reports are contained in Title 6, Chapter 7, of the Administrative

Regulations of the Department. If the Administrative Regulations are not available in a particular office, or if there are any questions about this type of correspondence, ask the Legislative Reporting Staff, Office of Budget and Finance, or the office in your agency which handles legislative reports.

## **80. Material Classified for Security Purposes**

The "Records Security Regulations" of the Department govern the handling of materials classified TOP SECRET, SECRET or CONFIDENTIAL because they contain information affecting our national security. Secretaries who are authorized to handle classified material are provided a copy of the Records Security Regulations. They should consult that publication, supplemental agency instructions, or their Agency Records Security Officer regarding any question on handling classified material.



## CHAPTER XI. SECRETARIAL AIDS

### 81. Scope of This Chapter

This chapter includes instructions on certain typing operations or office procedures about which stenographers and typists should be informed. No attempt is made to cover *all* operations or to include information which is readily available from other sources. Pamphlets, such as the Secretarial Training Guide, Easier Typing, Letters, Telephone Manners, and others issued by this Department, and pertinent pamphlets issued by private organizations or business concerns, may be inserted in this Manual.

### 82. Tabulations and Statistical Tables

**a. General instructions.** Statistical tables or other tabulations should not be included in the body of a letter unless they are very short.

Long tabulations or tables are preferably set up as enclosures, with a copy being made for attachment to the file copy of the letter.

The instructions given here will serve most users, but for more detailed and specific information on the preparation of tabulations, see the GPO Style Manual. Your agency may also have instructions.

A table consists of such important parts as title, boxheads, stubs, and units, and presents related statistics or other information in columns or rows with explanatory footnotes. *Figure 25 has been marked with corresponding subparagraph numbers to illustrate the following instructions on typing tables.*

**b. Title.** The title usually is centered above the table, capitalizing only the first word and all proper nouns. All other words are lower case. There is no period after the title. At least two spaces should be left between the title and the table. If the table is brief, sufficient additional space may be left to achieve good balance.

**c. Margins.** Margins for pages consisting of tables will depend on the size of the table to be typed. If possible, leave  $\frac{3}{4}$ -inch margins even on a large table. Leave more margin on small tables. Center the table on the page, either vertically or horizontally, depending upon the length and width of the table.

**d. Stubs.** The stub of a table is the extreme left column next to the left margin, and is set off by a line of colons, or a vertical line. Subdivisions of topics and carryover lines in the stub are indented; the number of spaces is determined by the amount of space you have in the stub.

**e. Boxheads.** Boxheads are the boxes across the top of the table (over each figure column) describing the items covered in the columns. Items or words in the boxheads should be centered within the box depending upon the length of the word or words to be typed in the boxhead, the space required for each boxhead, and the size of the entire table. Number of spaces for each boxhead can be determined by counting the number of columns across (including the stub column) and dividing the number of typing spaces across the table by the number of columns. For example, if you use 8 x 10 $\frac{1}{2}$ " paper and one inch margins, you will type the table within 72 spaces or 6 inches. (There are 12 elite typewriter spaces to the inch and 6 lines of type to the inch.) If there are 8 columns, divide 72 by 8 which equals 9. This would allow 9 spaces in each boxhead. If the boxheads vary in size then you must adjust the spacing accordingly. For example, one boxhead may need to have 10 spaces and another only 8; or another may need 11 spaces and another 7. The stub also may be much wider than the boxheads and in that case this would also need to be adjusted. You may have to hyphenate some words in order to conserve space.

**f. Units.** The unit in a table is a subheading under the boxhead (such as *Percent*, *1,000 bushels* or *Million bushels*, in Fig. 25). It should be underlined and centered under each boxhead of the designated column. Type it two spaces under the boxhead. The unit can also be abbreviated, if necessary, or put on 2 lines. If space is limited, type it directly under the boxhead.

**g. Rulings, vertical line separations and colons.** Horizontal lines are used to enclose boxheads at the top and bottom and at the bottom of a table before typing the footnotes. Vertical lines or colons can be used to separate boxheads. Totals and averages should be underlined. These lines should extend from the stub column the full width of the table. Double lines are used when a total or average is followed by additional material.

**h. Footnotes and footnote reference marks.** Reference marks for footnotes are placed after the item in the title, stub, or boxhead, but they are always placed directly in *front* of the figures in a column. Footnotes (which are explanatory or reference) are typed at the bottom of the table. One space should

Table 2.- Farmers Home Administration: Real estate loans etc.

(82. B)

State and division (82. E)	Farm ownership loans (82. E)			
	Direct (82. E)		Insured	
	Amount of loans made 1952 1/	Amount (82. E) outstanding Jan. 1, 1953 2/	Amount of loans made 1952 1/	Amount outstanding Jan. 1, 1953 2/
	<u>1,000 dollars</u>	<u>1,000 dollars</u>	<u>dollars</u>	<u>1,000 dollars</u>
Washington	819		1,500.50	
Oregon	330		725.00	
California	216		650.00	
Pacific	1,365		2,875.50	(82. G)
Hawaii	12		125.25	
Alaska	4		50.75	
Puerto Rico	34			
Virgin Island				
Territorial	50		176.00	(82. G)
Grand Total	1,415		3,051.50	

(The numbers in brackets in this table refer to paragraph numbers in this chapter)

1/ Amount obligated. Farm ownership loans include tenant purchase, farm enlargement, and farm development.

2/ Loan advances less principal repayments. Amount outstanding on direct farm ownership loans includes project liquidation and loans from corporation funds.

Farmers Home Administration

(82. H)

Figure 25. Sample tabulation.

be left after the last item of the table before drawing the horizontal line and one space after the line before writing the footnotes, if space permits. Footnotes should be indented 2 spaces from the beginning of the table, and the second line or any other carryover lines should be flush with left margin. Leave one space between footnotes and source (if any). Indent this 2 spaces also and make carryover lines flush with left margin.

### 83. Outlines

A knowledge of how to prepare outlines is often very useful to stenographers and others. The basic principle to be observed is that ideas or items which are of subsidiary importance are listed *under* ideas or items of greater importance. This is called "order of subordination." There must always be at least *two* such less important items; if but one, it should be included in the principal item. The approved numbering system for the headings of an outline is as follows:

```

I
  A
    1
    2
      a
      b
        (1)
        (2)
          (a)
          (b)
  B
II

```

### 84. Cutting Stencils

Instructions for cutting stencils are contained in each box of stencils. A copy may be inserted in this manual if required.

### 85. Typing a Ditto Master

Instructions for the preparation of master copy for ditto processing may be obtained from your personnel office or the Ditto Company.

### 86. Typing Paper or Plastic Multilith Plates

Instructions for preparing paper or plastic multilith plates are contained in each package. A copy may be inserted in this manual if required.

## 87. Copying

- a. The word COPY should be typed at the top of the first page of every letter or paper copied. The letterhead should be copied. Copies should be carefully compared with the original text.
- b. Copies of letters should not call attention to errors in spelling or grammar. Use the actual phrasing of the letter but copy it with the words spelled correctly.
- c. If correction of a misleading error is made, or an omission is supplied, insert the correction in brackets. Unless a correction or supplied omission is known to be exact, follow it with a question mark in parentheses.
- d. Copies of papers for certification should follow exactly the original text.
- e. The omission of text from copy should be indicated by marks of ellipsis (three asterisks or unspaced periods). If an ellipsis occurs in the original text this should be shown in any copy, whether for certification or otherwise, by reference sign at the end of the ellipsis and a bracketed footnote at the end of the page, reading:  
[The marks of ellipsis appeared in the original copy.]
- f. In copying a paper with a signature, type the name, following the word *Signed* or /s/.

## 88. Preparing Rough Drafts

Rough drafts usually should be double-spaced to allow for revisions. Indent the beginning of each new paragraph five spaces. A rough draft of a letter or report circulated for preliminary approval should show the date of preparation and the dictator's name and stenographer's initials. It should be initialed by each person who handles it, particularly to identify revisions.

## 89. Proofreader Symbols (on proofs of published materials)

Corrections should be marked on the margins of a proof sheet opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

Corrections in proofs read by authors or department readers must be indicated as follows:



- ⊙ Period.
- , Comma.
- = Hyphen.
- : Colon.
- ; Semicolon.

✓ Apostrophe.

✓ Quotations.

□ Em quadrat.

$\frac{1}{m}$  One-em dash.

$\frac{2}{m}$  Two-em parallel dash.

∩ Push down space.

○ Close up.

✓ Less space.

^ Caret—left out, insert.

9 Turn to proper position.

# Insert space.

⌊ or ⌋ Move to left or to right.

⌈ or ⌋ Move up or move down.

tr. Transpose.

— or stat. Let it stand.

8 Dele—take out.

⊙ Broken letter.

¶ Paragraph.

No ¶ No paragraph.

wf Wrong font.

✓ or eq. # Equalize spacing.

≡ or caps. Capitals.

= or s.c. Small capitals.

lc. Lowercase.

^ or 1 Superior or inferior.

— or ital. Italic.

rom. Roman.

[ ] Brackets.

( ) Parentheses.

# TYPOGRAPHICAL ERRORS

6: p. ital. caps

S.C. It does not appear that the earliest printers had any method of "correcting errors" before the form was on the press. The learned ~~the learned~~ correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its ~~latinity~~ ~~that the words were there~~ and that the sense was right. They cared ~~but~~ little about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs in the modern sense, were ~~for~~ possible until professional readers were employed; men who ~~had~~ <sup>first</sup> a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the ~~miss~~ <sup>for</sup> ~~hit~~ plan. The approach to regularity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, and had become disgusted with the continual assertions of the <sup>superiority</sup> of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read ~~Narr~~ <sup>Herr</sup>, thus making the verse read "And he shall be thy fool" instead of "And he shall be thy lord." The word, not omitted by Barker, the King's printer in England in 1632, in printing the seventh commandment. He was fined £3,000 on this account.

S.C.

11 ✓

o/

#/o

not

2/1

not #

in

i

=

9/tr

8/r

8

8

8/f/rom.

✓ wf

15/2

ay

up

e

12 ✓

3/8

stat.

8

2/tr

3/10

tr.

1/wf

8/lead

Out, see copy.

h

lc/who

12/2

15/2

over

4/2

## CHAPTER XII. BIBLIOGRAPHY

(Available in the Department Library if call numbers are indicated)

### 90. English Usage

COLLEGE HANDBOOK OF COMPOSITION. Edwin C. Woolley and Franklin W. Scott, Ed. 5, 344 pp. Boston, D. C. Heath and Company, 1951. 200 W88C

CROWELL'S DICTIONARY OF ENGLISH GRAMMAR AND HANDBOOK OF AMERICAN USAGE, Maurice H. Weseen. 703 pp. New York, T. Y. Crowell Co., 1939. 200 W51

ENGLISH REVIEW GRAMMAR. Walter Kay Smart. Ed. 4, 274 pp. New York, Appleton-Century-Crofts, Inc., 1945. 200 Sm2E

SELF-AIDS IN THE ESSENTIALS OF GRAMMATICAL USAGE. L. J. O'Rourke, 218 pp. Washington, Educational and Personnel Publishing Company, 1939. 200 Or6

WRITER'S GUIDE AND INDEX TO ENGLISH. P. G. Perrin, 834 pp. Chicago, Scott, Foresman and Co., 1950

### 91. Stylebooks

THE COMPLETE DESK BOOK. C. O. Sylvester Mawson and John William Robson. 374 pp. New York, T. Y. Crowell Co., 1939. 200 M44C

Partial Contents: Misuses of Grammar, Abbreviations, the Researcher's Sourcebooks, Transliterations and Foreign Languages, Preparing an Index, Mechanical Essentials of Preparing Manuscript, and the Craft of Reading Proof.

A MANUAL OF STYLE. Ed. 11, 497 pp. University of Chicago Press, 1949.

PLAIN LETTERS. U. S. General Services Administration, 47 pp. 1955

This is a records management manual on managing correspondence. Contains suggestions on writing letters and an appraisal chart for judging them.

THE SECRETARY'S HANDBOOK: A MANUAL OF CORRECT USAGE. Sarah Augusta Taintor and Kate M. Munro. Ed. 7, 573 pp. New York, Macmillan Co., 1950. 200.3 T13S

Contents Include: The Framing of Petitions, the Writing of Minutes, the Framing of Resolutions, the Framing of Constitutions, the Writing of Reports, the Preparation of

Manuscripts, Compiling a Bibliography, Proofreading, Making an Index, Rules for Alphabetical Filing, Sources of Information Useful to Secretaries.

STANDARD HANDBOOK FOR SECRETARIES. Lois Irene Hutchinson. Ed. 6, 616 pp. New York, McGraw-Hill Book Company, Inc., 1950. 200 H97

UNITED STATES GOVERNMENT PRINTING OFFICE STYLE MANUAL. Revised ed., 492 pp. Washington, U. S. Government Printing Office, 1953. 238 Un3Gs

WORDS INTO TYPE: A GUIDE IN THE PREPARATION OF MANUSCRIPTS. Marjorie E. Skillin. 585 pp. New York, Appleton-Century-Crofts, Inc., 1948. 238 Sk3

### 92. Dictionaries and Wordbooks

THE AMERICAN COLLEGE DICTIONARY. 1,472 pp. New York, Random House, 1947.

THE DICTIONARY COMPANION. C. O. Sylvester Mawson. 479 pp. Garden City, N. Y., Doubleday, Doran & Co., Inc., 1932. 200 M44

Discusses word endings, plurals, the apostrophe and the possessive, pronunciation, word division, compounds, and derivations, and compares preferences of six dictionaries.

THE NEW CENTURY CYCLOPEDIA OF NAMES. 3 vols. New York, Appleton-Century-Crofts, Inc., 1954. 220 N43

A pronouncing cyclopedia of names of places, events, works of art and literature.

ROGET'S INTERNATIONAL THESAURUS OF ENGLISH WORDS AND PHRASES IN DICTIONARY FORM. C. O. Sylvester Mawson, 857 pp. New York, T. Y. Crowell Co., 1938. 200 R63Mi. Later editions based on a 1946 revision have a classified arrangement.

THORNDIKE - BARNHART COMPREHENSIVE DESK DICTIONARY. 896 pp. New York, Doubleday and Co., 1954.

WEBSTER'S DICTIONARY OF SYNONYMS. Springfield, Mass., G&C Merriam Co., 944 pp. 1951.

WEBSTER'S NEW COLLEGIATE DICTIONARY. (Based on Webster's New International Dictionary.) Ed. 2, 1174 pp. Springfield, Mass., G&C Merriam Co., 1953. 200 W39Nc

WEBSTER'S NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE. Ed. 2, unabridged. 3194 pp. Springfield, Mass., G&C. Merriam Co., 1953. 200 W39N

WORD DIVISION (Supplement to Government Printing Office Style Manual.) Ed. 5, 124 pp. Washington, U. S. Government Printing Office, 1952. 238 Un3Gs Appendix.

### 93. Directories and Miscellaneous Reference Books

THE BOOK OF THE STATES. Current ed. Chicago, Council of State Governments. 280.9 B64

Issued yearly. A handbook of information about State administrative organization, State agencies, constitutions, elections, legislatures, interstate and State-Federal relations, and the names of State officials.

CONGRESSIONAL DIRECTORY. Current ed. Washington, U. S. Government Printing Office. 148.2. D62

DIRECTORY OF ORGANIZATION AND FIELD ACTIVITIES OF THE DEPARTMENT OF AGRICULTURE. 1955. U. S. Dept. of Agr., Agr. Handb. 76, 198 pp. Washington, 1954. 1 AG84AH

OFFICIAL AIRLINE GUIDE. (Worldwide airline schedules, fares, and information.) Washington, American Aviation Publications, Inc. Published monthly. 289.58 Am3

OFFICIAL GUIDE OF THE RAILWAYS AND STEAM NAVIGATION LINES OF THE UNITED STATES, PUERTO RICO, CANADA, MEXICO, AND CUBA. (Also time-tables of railroads in Central America. Air-Line schedules.) New York, National Railway Publication Co. Published monthly. 289.20 Of22

POSTAL MANUAL, UNITED STATES POST OFFICE DEPARTMENT. 2 pts., not paged. Washington, U. S. Government Printing Office, 1954. 155.6 P844 Chapter 1, Post Office Services (Domestic). Chapter 2, International Mail.

UNITED STATES GOVERNMENT MANUAL. Current ed. Washington, U. S. National Archives and Records Service. 173.2 N212U

Issued yearly. A reference book of information on the organization and functions of the departments and agencies of the Federal Government.

WORKERS IN SUBJECTS PERTAINING TO AGRICULTURE IN LAND-GRANT COLLEGES AND EXPERIMENT STATIONS. Current ed. Washington, U. S. Department of Agriculture. Usually published yearly. 1 Ag84Ah

THE WORLD ALMANAC AND BOOK OF FACTS. Current ed. New York, New York World-Telegram. Published yearly. 250 W89

### 94. Secretarial Aids

EASIER TYPING. U. S. Department of Agriculture, Admin. Series 1, 19 pp. Washington, 1943. 1 P432.

Illustrated instructions on short cuts and devices in typing and on the care of the typewriter. (Available through agency personnel offices.)

LETTERS: A GUIDE FOR IMPROVING THEM. U. S. Department of Agriculture, Admin. Series 14, 30 pp. Washington, D. C. 1951

Illustrated handbook to assist in planning and writing letters with some standards for judging them. (Available through agency personnel offices.)

SECRETARIAL TRAINING GUIDE. U. S. Department of Agriculture, 15 pp. Washington, D. C. 1951

Manual containing suggested techniques and materials for use by supervisory personnel in training secretaries and typists. Subjects include secretarial training, typing, shorthand and reference materials. (Available through agency personnel offices.)





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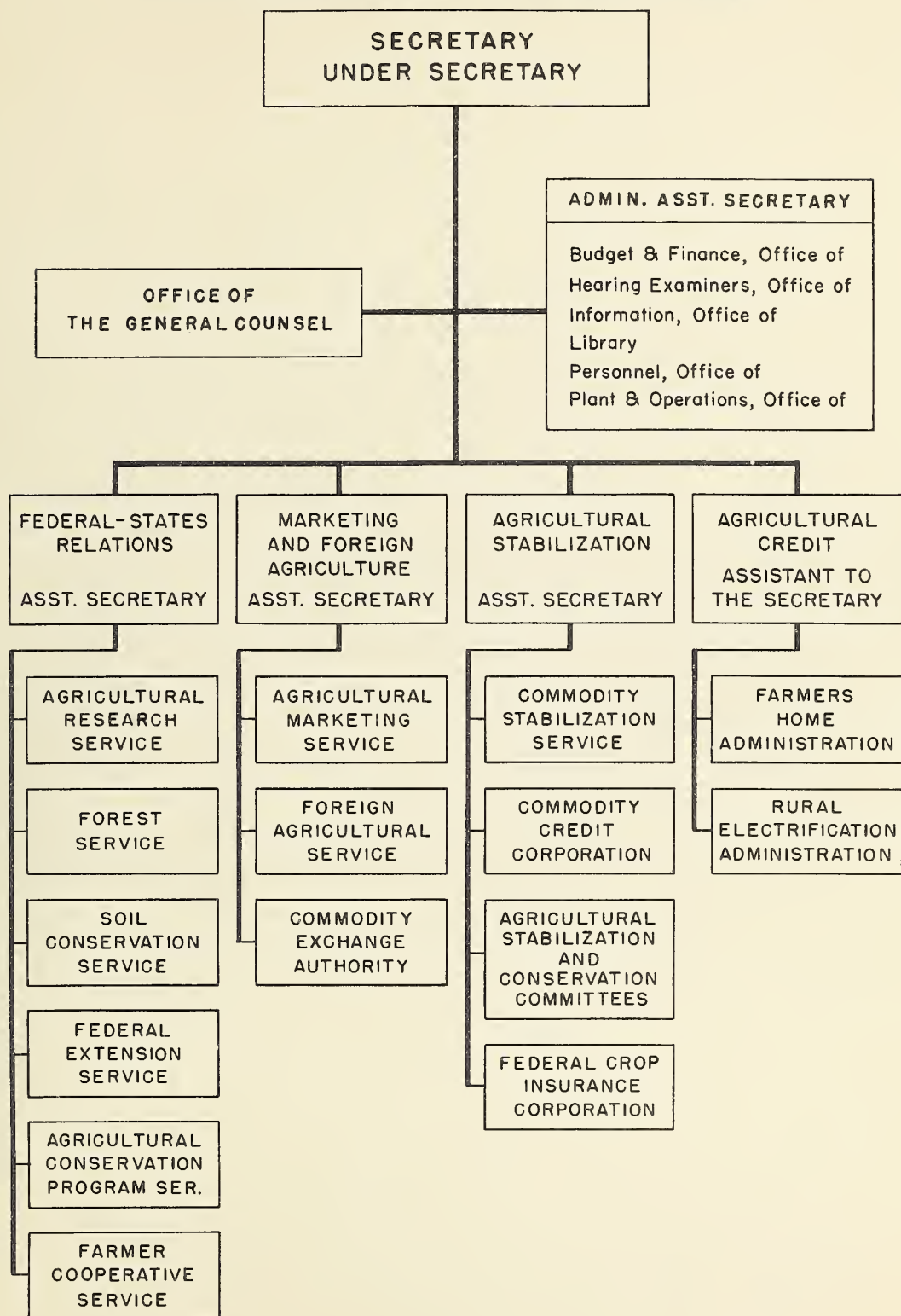
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# U. S. DEPARTMENT OF AGRICULTURE





# STANDARD LIST OF DEPARTMENT AGENCY ABBREVIATIONS

<i>Agencies</i>	<i>Abbreviations</i>
Agricultural Conservation Program Service.....	ACPS
Agricultural Marketing Service.....	AMS
Agricultural Research Service.....	ARS
Budget and Finance, Office of.....	B&F
Commodity Exchange Authority.....	CEA
Commodity Stabilization Service.....	CSS
Farmer Cooperative Service.....	FCS
Farmers Home Administration.....	FHA
Federal Crop Insurance Corporation.....	FCIC
Federal Extension Service.....	FES
Foreign Agricultural Service.....	FAS
Forest Service.....	FS
General Counsel, Office of.....	OGC
Hearing Examiners, Office of.....	OHE
Information, Office of.....	Inf
Library.....	Lib
Personnel, Office of.....	Pers
Plant and Operations, Office of.....	P&O
Rural Electrification Administration.....	REA
Secretary, Office of.....	Sec
Soil Conservation Service.....	SCS